



JOB POSTING

Position

Site Services Coordinator

Minimum of 40 hours per week. 4 on 3 off schedule (Monday to Thursday 10 hours per day)

Work Site

Based out of Envirogreen Technologies Ltd.'s (ETL's) waste treatment facility located approximately 20 kilometers southwest of Princeton, B.C.

About Envirogreen Technologies

Envirogreen Technologies Ltd. (ETL) is an established waste management company, leading the way in the treatment of hazardous and non-hazardous waste. Our permitted hazardous waste treatment facility located outside of Princeton, B.C. utilizes thermal desorption technology to treat a wide range of industrial waste and contaminated soil.

The Opportunity

ETL is looking for an experienced Site Services Coordinator to join our team.

The Site Services Coordinator is responsible for overseeing the daily operations of the Site Services department, ensuring efficient and effective service delivery. This role provides leadership through clear and proactive communication across multiple departments while fostering collaboration and operational excellence. The successful candidate is highly organized, capable of managing competing priorities, and skilled in both short- and long-term planning to support current operations and future organizational needs.

Core Job Duties

Leadership

- Conduct daily toolbox meetings with staff and assign daily roles to workers in-line with capabilities.
- Bring relevant safety topics to morning meetings, review any hazard ID's with staff, continuous safety improvement.
- Coach & mentor new and existing staff on proper pre-trips and equipment operation.
- Conduct operator competency checks.
- Ensure staffing levels are adequate for needed assignments, work with Supervisor to contract(short-term) or hire (long term) to keep processes moving effectively.

Soil Receiving

- Observe soil receiving to ensure proper placement of material and driver compliance with site rules.
- Take pictures of non-conforming waste and send to scale administration for reports.
- Co-ordinate equipment when needed for stabilization and stacking.
- Assist scale with sampling received materials when needed.

Feedstock Preparation

- Ensure plant has enough feedstock on an on-going basis for continuous operation.

- Communicate with plant operations on blend and make amendments to feedstock when needed.
- Report daily load counts to Supervisor.
- Keep plant operations informed as to what feedstock is in each cell.

Treated Soil & Reclamation

- Oversee organization of transfer pad area, communicate with Plant Operations on pile placements, ensure transfer piles remain organized and labelled.
- Oversee reclamation mix creation, placement, sampling and reporting.

Laydown Yard

- Maintain laydown area organization, keep areas for scrap steel, wood, rubber, and equipment organized and safe.
- Ensure berms are in-place and maintained around any IL+ piles.

Site Water Systems

- Ensure site water systems are checked daily.
- Ensure water levels and systems are maintained when required and complete reporting when necessary.
- Report any deficiencies to Supervisor immediately.
- Ensure dust control (water truck/sprinklers) are operated when needed.

Labour & Mechanical

- Ensure Fuel & Lube technician is completing necessary tasks, equipment hours collected monthly and submitted.
- Keep continuous list of small repairs to be completed, ensure relevant parts are available, provide direction when needed.
- Maintain list of labour tasks, always inspection ready.
- Responsible for shop area, service bay organisation and cleanliness.
- Maintain sufficient stock levels for any necessary fluids & tooling.

Administrative Duties

- Create and maintain work orders for equipment repairs.
- Request POs for repairs, tools & supplies.
- Understand budget process and work with Supervisor to maintain departmental costs.
- Communicate with vendors for requesting quotes and scheduling repairs.
- Review pre-trips and identify needed repairs for safe operation vs small repairs that can be scheduled with next service.

The successful Site Services Coordinator will demonstrate the following qualifications, skills, and competencies:

Education & Experience

- High school diploma or equivalent required; post-secondary education in operations, heavy equipment, environmental services, construction, or a related field is considered an asset.
- Minimum 3–5 years of experience in site operations, heavy equipment, construction, waste management, environmental remediation, or a similar industrial environment.
- Previous leadership or supervisory experience with field personnel.

- Experience coordinating multiple priorities in a fast-paced operational environment.

Knowledge

- Strong understanding of health, safety, and environmental regulations and safe work practices.
- Knowledge of heavy equipment operation, inspections, maintenance requirements, and operator competency standards.
- Understanding of soil handling, material management, feedstock preparation, and reclamation processes is an asset.
- Familiarity with work order systems, purchasing processes, budgeting, and inventory management.
- Knowledge of preventative maintenance principles and equipment servicing requirements.

Skills & Abilities

- Demonstrated leadership, coaching, and mentoring abilities.
- Excellent communication and interpersonal skills with the ability to collaborate across multiple departments.
- Strong organizational and time management skills with the ability to prioritize competing demands.
- Effective problem-solving and decision-making skills.
- Ability to plan daily operations while maintaining awareness of long-term operational requirements.
- Strong attention to detail and commitment to operational excellence.
- Ability to effectively coordinate personnel, equipment, and resources.
- Proficient with Microsoft Office applications and other operational software systems.
- Ability to maintain accurate records, prepare reports, and complete required documentation.

Leadership Competencies

- Leads by example and promotes a positive safety culture.
- Holds team members accountable while providing constructive coaching and support.
- Builds positive working relationships with employees, contractors, vendors, and other departments.
- Demonstrates initiative and the ability to work independently with minimal supervision.
- Maintains professionalism and sound judgment in high-pressure situations.
- Committed to continuous improvement and operational efficiency.

Physical & Working Conditions

- Ability to work primarily outdoors in varying weather conditions.
- Comfortable working around heavy equipment and active industrial operations.
- Ability to walk on uneven terrain, climb equipment when required, and perform occasional lifting.
- Willingness to work flexible hours, including occasional overtime, to meet operational requirements.
- Valid driver's license with an acceptable driving record.



What We Offer

An hourly wage is between \$40.00 to \$45.00.

ETL has a competitive total compensation plan including health benefit package, group retirement savings program, onsite and offsite training, and PPE allowance.

(Please note, the wage range mentioned in this job posting should serve as a guide. The final compensation offered may vary based on a variety of factors including bonuses and/or incentives, or a candidate's skills and experience.

Envirogreen Technologies Ltd. is committed to providing a fair, equitable, and competitive rewards package that reflects the value an individual brings to our organization.)

Envirogreen Technologies Ltd. is an equal opportunity employer, and we do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.

Qualified applicants to send resume to Envirogreen Technologies Ltd. at: careers@envirogreentech.com and visit www.envirogreentech.com for more information about the company.

This safety-sensitive position must be filled immediately. Pre-employment drug and alcohol testing may be required for this safety-sensitive position as immediate site access is required.