



Position Summary

Environmental Manager & Assessment Intern

CLEAN WATER PRO – CARMAN MB

Aug 30,2021 to Sept 2, 2022

The start and end dates are negotiable.

If you intend on applying, kindly ensure you read the entire ad before doing so

About Us

Clean Water Pro has been rapidly growing and is looking for an **Environmental Manager & Assessment Intern** to help us continue this growth. Our company specializes in remediating lakes & ponds and has been in business since 2008.

Clean Water Pro sells, installs, and maintains fine bubble aeration systems designed to pump dissolved oxygen into stagnating water. We also offer maintenance programs that include bacterial treatments, pond dyes, and vegetative management solutions. Clean Water Pro also provides a valuable diagnostic service for assessing the precise stage of your dugout, pond or lake. Clean Water Pro takes a comprehensive approach to the physical, environmental and chemical composition of water and the surrounding area.

To learn more about our company, please go to <https://cleanwaterpro.ca/>

We are located southwest of Winnipeg in beautiful Carman, Manitoba!

Job Description

The position of **Environmental Manager & Assessment Intern** is critically important, as the successful candidate will take part in several aspects of water assessments & remediation, equipment maintenance and installation delivered by our company. Including data analysis, lab work, data entry, and client contact. The incumbent must be 100% dedicated to providing the very best in customer care, extremely organized, and attentive to detail.

During the summer months - analyze bodies of water, install systems, apply remediation treatments, minor lab work and maintain systems.

During the winter months, compare assessment data from summer months, report writing, data entry, client follow up and preparation for spring start up and new staff.

The candidate must be willing to learn about water assessment and remediation. Detailed note-taking, record keeping and report writing a must. Ability and desire to work and learn about nutrients, aquatic species and analyze the surroundings. Willingness to preform varied office duties during the winter months and work outdoors during the summer.

Job Specifications- Tasks, Duties and Responsibilities (TDR's)

- Comply with all safety regulations and report any hazards to the proper authority. We are a Safe Work certified company. Participation in weekly safety meetings.
- Assessing bodies of water- samples, examining aquatic weeds, invertebrates, algae and ecosystems
- Boat operation on ponds and lakes
- Equipment operation to apply environmentally friendly treatments.
- Installing aeration and other technologies
- Maintaining equipment
- Report writing and record-keeping
- Run Laboratory tests on water samples, algae, aquatic weed and invertebrate identification
- Greeting walk-in clients and supply general information about our product line and solutions
- Picking, packing, and shipping orders (winter months)
- Report writing & editing, data entry and meeting minutes
- Receive telephone and email inquiries and requests
- Monitor office inventory and order supplies and equipment, organizing stock and tools
- Prepare documents for distribution, mailing and filing, record keeping
- Performing any other tasks required by the Manager

Responsibilities

40% - Maintaining systems and applying environmentally friendly treatments (Summer)

10% - Assessing bodies of water- samples, examining aquatic weeds and ecosystem (Summer)

30%- Report writing, record keeping, filing, data entry, safety record keeping, data analysis (Winter)

5%- Installing aeration and other technologies & member of the safety team (Summer)

5%- Run laboratory test on water samples (Summer and Winter)

5%- Sales in person, online, emails, phone calls (Winter)

3%- Pick, pack, and ship orders – track shipments (Winter)

2%- General duties – organizing/counting stock, stock shelves (Winter)

You will report to the President. You will work as a team and work independently at times. And you will, for sure, be expected to bring new ideas to the table.

Qualifications

- Enjoy working outdoors in all types of weather
- Naturally friendly communicator with the ability to speak with stakeholders
- Ability to maintain equipment and supplies in an organized manner
- An ability to produce meaningful concise reports and record accurate data
- Along with a strong working knowledge of customer care, you must have a personal desire to set and achieve personal and team goals.

- Enthusiasm and the ability to dedicate a high level of energy to job-related duties are required.
- Demonstrated proficiency in written/oral communication (writing, editing, formatting) in the English language
- Must have a high degree of computer literacy in a Windows environment (Word, Excel, QuickBooks and PowerPoint)
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Must be alert and resourceful and be able to interact with a cross-section of individuals
- Must be able to demonstrate patience and perseverance and embrace change when it occurs

Credentials and Experience

- High School Diploma or enrolled in Enviro Sciences, Science, Biology, Agriculture or Engineering
- First aid/CPR training an asset
- Boat operators license an asset
- Clean driving record
- Farm background an asset
- Interest in science and water remediation

Type of Person Who Will Succeed in this Role

- Strong organizational & multi-tasking skills
- Stay focused on details to manage time-sensitive projects in a distracting environment
- Neatness in appearance
- A belief in the importance of punctuality
- Be a team player and able to project a strong professional demeanour
- Directive personality – solves problems in a decisive manner
- Outgoing – interact in a socially engaging manner
- Sense of urgency – with a high tolerance for ambiguity
- Detail-oriented / numbers focused – but with creativity to get the job done

What we offer:

- A great culture
- A supportive team that is committed to personal and professional growth
- A safe working environment – We are Safe Work Certified
- A growing company
- A competitive compensation plan
- Regular full-time hours of work

Next Steps

If you think this position may have the potential for you – please send your resume and cover letter to us

In your cover letter, please (briefly) outline the following 3 items:

1. Relevant work experience
 2. Based on the qualifications ... Why are you a good match for this role
 3. Your (ballpark) remuneration expectations
- * If you do not provide a cover letter - your resume will not be read

Kindly send your application (in 1 PDF document) to:

Lynne Melvin
Clean Water Pro
lynne@cleanwaterpro.ca

We want to thank all applicants in advance for their interest in us.
We encourage applications from all qualified individuals and believe strongly in diversity.