

## Director of Operations

### About PRI

Our offices in Lindsay, Mississauga, and Calgary support private and public geotechnical projects across Canada and around the world with on-site geotechnical engineering expertise and comprehensive laboratory testing. With over 100 years of combined experience, our team members provide hands-on help and recommendations to design and test construction projects like roadways and public works, small residential to high-rise buildings, solar installations, and large-scale infrastructure projects. Our diverse team includes engineers, project managers, field and laboratory technicians of all levels, and we continue to grow rapidly.

**Location:** Lindsay, ON, Mississauga, ON or Calgary, AB

### Role and Responsibilities

- The successful candidate will report to the Chief Operating Officer (COO).
- Work with other Directors to establish process and systems for quoting, reporting and design development.
- Oversee execution of processes by Operations Manager, Regional Manager and/or Program Managers.
- Work to approve adjustments where standard processes don't apply.
- Ensure onboarding of staff being adequately completed by administrative and technical staff.
- Prepare monthly, quarterly and annual forecasting of existing projects.
- Oversee human resource planning and hiring strategies with HR Director and Operations Manager.
- Oversee works in environmental services business line and ensure meets appropriate regulatory and industry standards.
- Meet requirements to act as a Qualified Professional as defined by O.Reg. 153/04, based on education, training and professional experience.
- Oversee and provide technical guidance to junior staff with regards to preparation of environmental service proposals, quotations, and technical reports.
- Knowledgeable and experience completing the following:
  - Phase I, II, and III Environmental Site Assessments, including Records of Site Conditions (RSCs).
  - Soil, groundwater, surface water and soil vapor monitoring programs.
  - Soil and groundwater remediation programs.
  - Environmental regulatory permitting.

- Excess soil management and monitoring
- Emergency Spill Response programs.
- Participate in developing strategies, goals, and objectives for all divisions.
- Plan, staff, and supervise through subordinate managers to ensure a cohesive operational unit.
- Provide direction to management to ensure the effective day-to-day management of Operations.
- Maintain a positive attitude in a dynamic team environment.
- Following Health and Safety responsibilities, under all applicable government legislations and PRI Engineering policies and procedures.
- Flexible, well organized, interested in technical and personal advancement, able to carry out assignments with minimal supervision.
- Ability to work in a fast-paced environment and to proactively respond to time-sensitive issues.
- Strong data evaluation and reporting capabilities and strong verbal and written communication skills.
- Willing to travel to project sites, as required, for client meetings and presentations.
- Other duties as assigned.

## **Qualifications and Education Requirements**

- A minimum of 15 years of experience in consulting and construction management, with a minimum of 10 years in consulting.
- The successful candidate should be flexible in assignments, willing to travel periodically, and eager to learn.
- Proficiency with Microsoft Office applications, specifically Outlook, Teams, Excel, PowerPoint, and Word.
- Registered as a Professional Engineer or Professional Geoscientist in good standing, with Professional Engineers of Ontario or Association of Professional Geoscientists of Ontario, Association of Professional Engineers and Geoscientists of Alberta, Association of Professional Engineers and Geoscientists of Saskatchewan or other equivalent provincial engineering regulators. Preference will be given to those registered with the bodies mentioned previously.
- Valid full driver's license in Ontario or Alberta.

Position is open and looking to fill immediately. Please apply to the job posting either through the website form on the careers page or email us directly at [careers@priengineering.com](mailto:careers@priengineering.com).