



NUCLEAR WASTE MANAGEMENT ORGANIZATION
SOCIÉTÉ DE GESTION DES DÉCHETS NUCLÉAIRES

The ***Nuclear Waste Management Organization (NWMO)*** is responsible for the safe, long-term management of used nuclear fuel in Canada. The approach it is implementing, known as Adaptive Phased Management (APM), involves developing a centralized underground repository, supported by a robust social and technical research program in collaboration with Canadian universities, consultants and international waste management organizations.

Join our growing team of scientists, engineers and other professionals to work collaboratively with Canadians in implementing our management approach in a manner that safeguards people and respects the environment, now and in the future.

MANAGER, SITE SERVICES (Two-Year Term, Ignace, Ontario)

We are currently seeking a Manager, Site Services reporting to our Director, Site Investigations, Design & Construction that will be located in Ignace, Ontario. We are in search of a talented professional with extensive experience responsible for the management and oversight of site activities related to drilling, geotechnical investigations and other site activities.

The successful candidate would be responsible for providing oversight of contractors and conducting field work, the development, approval and monitoring of the contractors Health and Safety and Environmental management plans, cost, schedule and the overall quality of work performed. Ensure all work is planned and executed within agreed schedule and cost to assist in the selection of contractors and in aligning their health and safety program and procedures to meet the expectations of the project.

Responsibilities:

1. Manage and oversee the site activities related to site drilling, geotechnical investigations and other site activities.
2. Ensure all site work is planned and executed within schedule and cost, keeping safety first and adhering to the applicable policies, procedures and regulations (internal and regulatory).
3. Assist in the selection of contractors based on their proposals related to the scope of services, existing health & safety programs and past performance.
4. Monitor technical program and ensure compliance to the specific test plans including adherence to procedures, review of scientific notebooks and documentation, adherence to quality requirements, and collection of necessary samples/data/information for required deliverables.
5. Monitor calibrations of measuring devices to ensure current and required documentation received by NWMO.
6. Monitor use of in site data management system (Acquire), track issues and opportunities for improvement.
7. Responsible for Schedule management; provide accurate and regular updates of information to facilitate input into project control documentation – cost, schedule and reports.
8. Prepare monthly site reports of health and safety performance including an analysis of data to recommend corrective actions for continual improvement.
9. Participate in the investigation of serious accidents, incidents and non-conformances and keeping records of all incidents, accidents and non-conformances, as required.

10. Represent the project in dealings with local government agencies including Ministry of Labour and the host communities.
11. Develop and provide health and safety training to employees visiting the site as required (e.g. site orientation, emergency plans, etc.)

Qualifications:

- Four-year university education in engineering, geology or project management or an equivalent level of education. Requires a knowledge of the principles and practices associated with engineering and geology to manage and oversee the site activities related to borehole drilling. Requires knowledge of the technical aspects of the site program including the defined work packages and the sequencing of the work. Requires a knowledge of project management and contract management to ensure the work is tracked and executed within schedule and costs.
- The position requires over 10 years' and up to and including 12 years' of experience. Requires experience in site management in exploration and/or geotechnical foundation investigation and/or environmental ground investigation work. A demonstrated understanding of addressing and managing site issues in real time so as to prevent down time or standby. Requires experience in project management to oversee the safe and efficient day-to-day operation of the site. Requires extensive experience in the development, approval and monitoring of health, safety and environmental management plans. Requires experience in resource planning, monitoring and reporting to manage and oversee site services and ensure the quality of the work performed. Requires experience in business and project planning, estimating, budgeting and project controls to ensure work is planned and executed within schedule and cost. Requires a good understanding of the roles of the Ministry of Labour, other government agencies and regulatory bodies work with them to resolve issues along with a demonstrated ability to communicate effectively by speaking, writing and listening and good interpersonal skills to establish strong working relationships with all. Requires a strong and full understanding of OHSA and experience in managing site activities.
- This is a management level position that requires working at sites with regular exposure to danger and hazards.

You must be eligible to work in Canada and must be able to meet security clearance requirements.

We offer a competitive base salary and comprehensive health care benefits package.

The NWMO supports the principles and practices of diversity and is committed to providing a respectful, accessible, and inclusive environment for all persons with disabilities in a way that is respectful of the dignity and independence of people with disabilities and in a manner which takes into account the person's disability and embodies the principles of integration and equal opportunity. The NWMO will provide accommodation to applicants with disabilities. If you require accommodation, please **Contact Us**.

Please submit your application via e-mail quoting **Manager, Site Services (2-Year Term, Ignace, Ontario)** to: Employment@nwmo.ca