

POSITION: Environmental Coordinator
DEPARTMENT: Environmental
LOCATION: Brawley, CA
REPORTING TO: Environmental Manager
COMPENSATION: Market competitive and experience dependent
TO APPLY: Complete the [online application form](#)
DEADLINE: May 31, 2019

EQUINOX GOLD CORP.

Equinox Gold has a multi-million-ounce gold reserve base and a strong production growth profile from three wholly-owned gold mines. Equinox Gold's vision is to become a diversified mid-tier gold company producing more than one million ounces of gold annually by the end of 2023. The Company is delivering on that strategy, growing from a single-asset developer to a gold producer in just two years, and is on track to have three mines in production by mid-2020. The Company is in production at its Mesquite Mine in California, expects to pour gold at its Aurizona Mine in Brazil in Q2-2019 and anticipates Phase 1 production at its Castle Mountain Mine in California in 2020.

POSITION OBJECTIVES

Under the direction of the Environmental Manager the Coordinator implements and ensures all mining activities are in accordance with County, State and Federal regulations relating to environmental control, regularly exercising discretion and independent judgment in performing these functions.

KEY PERFORMANCE OBJECTIVES

- Knows responsibilities related to Mesquite Mine's Emergency Response Plan and assists in updating its environmental requirements
- Learns and administers all company and legislated policies and procedures
- Abides by the company and legislated safety rules and procedures
- Contributes to the department's health and safety goals and objectives
- Provides content for, monitors and maintains effective pre-shift and monthly safety meetings
- Reports safety concerns and/or unsafe conditions and takes corrective action, or seeks assistance in doing so
- Conducts monthly workplace inspections and hazard assessments of areas of responsibility, identifies and implements corrective and preventive actions
- Ensures accident/incident investigations are completed
- Uses appropriate available safety equipment to meet department requirements
- Ensures documentation, reporting, and follow-up requirements are completed
- Provides environmental support to the Incident Investigation Committee

DEPARTMENTAL

- Reviews projects to be developed in order to determine environmental issues, permit requirements, and government required environmental reviews needed for permits
- Develops project schedules, descriptions, maps, diagrams, reports, studies, and other documents
- Assists, coordinates and reviews environmental technical work performed by internal and external (i.e., sub consultant) team members

- Assists in the preparation of permit applications, submittal, and associated communications to obtain final permits and approvals for project development
- Manages projects by monitoring budget, schedule, tasks, and deliverables
- Advises operations, maintenance and process team with training and problem solving, and ensures compliance with environmental and internal policies
- Maintains environmental compliance with all applicable environmental regulations
- Assists in regulatory reporting as assigned
- Assists in maintaining Mesquite Mine's Environmental Management System (EMS) to comply with the ISO 14001 and the International Cyanide Code
- Contributes to the department's environmental goals and objectives
- Maintains compliance with corporate EMS and reporting standards
- Promotes awareness of environmental issues among employees
- Assists with environmental strategies, policies, and programs
- Assists in conducting internal/external environmental assessments and gap audits
- Assists with the obligation register to track permit stipulations, as assigned
- Develops and implements environmental procedures and policies site-wide, as assigned
- Assists with the development and implementation of environmental training
- Conducts environmental research as needed
- Other duties as assigned

COST CONTROL

- Ensures departmental compliance with accounting procedures
- Provides proposals and obtains approvals for department expenses

COMMUNICATION

- Analyzes and communicates environmental performance to all supervisors and managers
- Participates as an active member of the Environmental Management Committee
- Maintains effective information exchange with related departments
- Keeps departmental staff informed

TRAINING AND DEVELOPMENT

- Maintains technical competencies by identifying and attending appropriate training
- Evaluates training needs, develops and delivers training directly or through others

HUMAN RESOURCES MANAGEMENT AND EMPLOYEE RELATIONS

- Adheres to and complies with Human Resource policies and procedures

BUSINESS IMPROVEMENT

- Assists and recommends business improvement initiatives
- Oversees implementation of approved initiatives
- Coordinates goal-setting program and achieves goals

MINIMUM EDUCATION OR SUBSTITUTED EXPERIENCE

- Bachelor's Degree in an environmental, earth science, engineering or related field is required
- Experience in environmental planning and analysis, environmental permit acquisition, technical writing, state and federal regulatory compliance, and project coordination

MINIMUM EXPERIENCE REQUIRED

- Environmental planning and analysis: 3-5 years (Required)
- Environmental permitting: 3-5 years (Preferred)

SKILLS

- Familiarity with State and Federal environmental agencies, environmental permitting
- Technical knowledge of Environmental Management Systems
- Proficient with Excel, Word, Visio and SharePoint
- Analytical and strategic thinking
- Attention to detail with excellent organizational skills
- Ability to identify, analyze and solve problems
- Ability to prepare accurate records and reports
- Excellent oral and written communication skills with internal and external contacts
- Excellent environmental awareness and leadership
- Excellent people skills and the ability to work both independently and in a team environment

EQUIPMENT

- Confidential personnel/company records and investigative reports, portable laptop, office, light vehicle, pollution control equipment and monitoring equipment

INTERNAL AND EXTERNAL CONTACTS

- Other department supervisors, outside consultants and regulatory agencies when instructed