



JOB DESCRIPTION

Position Title: Team Leader

Immediate Supervisor (Title): Director of Operations/Logistics

Position Summary:

The Team Leader is responsible for the efficient management of field projects, supervising the work of operators and laborers under their direction. They ensure the optimal functioning of equipment and the proper handling and storage of geophysical data.

Main Tasks and Responsibilities:

- Participate in and contribute to briefing and debriefing meetings.
- Inform relevant employees about job specifications, expectations, project requirements, and their respective roles.
- Monitor the work performed by laborers and operators, assessing progress to ensure deadlines are met.
- Set project priorities, conduct geophysical surveys, and verify data compliance.
- Manage the handling, storage, and preservation of geophysical data on instruments and computers during field operations.
- Transmit survey data or any other relevant information daily to the project geophysicist and complete the production report on the Intranet.
- Notify the project geophysicist of any requested changes to specifications or survey coverage by a client representative.
- Confirm the accuracy of client information (access, line, topo, SST, etc.) in the Intranet report within 48 hours.
- Manage timesheets and expense accounts for their team and forward them to the Director of Operations/Logistics for approval.
- Provide field training and necessary encouragement for task execution.
- Evaluate the performance of employees under their responsibility and provide feedback.
- Manage conflicts and maintain a good working atmosphere in the field.
- Notify the Director of Operations/Logistics of any logistical issues and suggest improvements for equipment, vehicles, or materials used.
- Complete a failure report for any defective equipment.
- Write an incident report for any event and immediately notify their immediate supervisor.
- Always comply with health and safety rules and procedures.
- Perform any other tasks related to the role of Team Leader.



Position Requirements:

- Must have a valid permit to work in Canada.
- High school diploma.
- Minimum of 2 years of experience in a similar position.
- Ability to work in a forest environment.
- Willingness to work on contracts lasting two to six weeks in remote areas.
- Good physical fitness.
- Autonomous.
- Strong leadership skills.
- Quick learner.
- Valid Class 5 driver’s license.
- Bilingual (French – English) (an asset).

Specifications:

Required qualifications

	1	2	3	4	5	6	7
Education/Training		√					
Experience							√
Dexterity and coordination			√				

Responsibilities assumed

	1	2	3	4	5
Accountability				√	
Communications			√		
Supervision				√	

Required efforts

	1	2	3	4	5
Intellectual effort				√	
Focus and sensory attention			√		
Physical effort				√	

Physical effort

	1	2	3	4	5
Disadvantages and risks				√	