**Senior Well Decommissioning Coordinator**

The Orphan Well Association (OWA) is an independent non‐profit organization that operates under the

delegated legal authority of the Alberta Energy Regulator (AER). Our funding comes from the upstream

oil and gas industry to abandon and reclaim orphan properties. Orphan properties are wells, pipelines,

facilities and associated sites which have been left behind by defunct or insolvent companies and are

designated as orphans by the AER.

The OWA is searching for a qualified Senior Well Abandonment Coordinator to join our team. The

position will report directly to the Team Lead, Decommissioning and will be based in Calgary but will require occasional visits to review field operations.

**Position Summary**

* Manage an area budget and assign work to Prime Contractors
* Review and approve well abandonment programs and cost estimates and AFE’s
* Participate in Safety program by:
	+ reviewing and evaluating the safety program of Prime Contractors
	+ conducting safety visits and audits in the field and office
	+ communicating association safety commitments
	+ following up on safety incidents as required
* Work with Prime Contractors to ensure policies are clearly communicated and adhered to
* Work planning with consultant firms including scheduling and kickoff meetings
* Provide technical direction and support to field operations as needed, including input on cost efficiencies
* Mentor and coach other members of the decommissioning team on technical aspects of the work
* Improve cost efficiencies
* Tracking, recording and reporting on operational activities and expenditures work on daily, weekly, monthly and quarterly basis.
* Review and approve invoices

**Technical Requirements**

* Experience in running field operations including taking daily calls and troubleshooting field problems
* Well abandonment programming, well file review and cost estimates
* Knowledgeable about AER requirements for well abandonment operations including nonroutine well abandonment applications and familiar with DDS system
* Ability to read cased hole and open hole logs an asset, identifying leak sources
* Experience in remedial repairs, perforating cementing, blends and trying alternate technologies
* Working knowledge of Excel, Outlook, Accumap, SiteView and P2 AFE software
* Experience with pipeline abandonment, facility decommissioning and sour operations an asset

**Skills**

* Good communication skills
* Ability to work with other Decommissioning and Environmental Coordinators
* Organized, able to set priorities, document work and complete assigned work
* Able to identify gaps in processes and willing to step in to help address them
* Attention to detail, willing to ask for help, manages time wisely and can work with minimal supervision

**Qualifications**

* Minimum ten years of experience in the oil and gas industry with preference to abandonment or completions operations
* Previous supervisory experience is an asset
* Membership in APEGA or ASET
* Driving License/Clean Abstract

Please send cover letter and résumé in confidence to **HR@Orphanwell.ca** by **January 24, 2020** including “Senior Well Abandonment Coordinator” in the subject line. We thank all those who respond; however, only candidates selected for interviews will be contacted.