**ENVIRONMENTAL COORDINATOR**

**(full-time, part-time, permanent, temporary, contract or secondment options considered)**

**About Us**

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.

If you are an experienced environmental professional with a passion for the environmentally responsible work we do and a talent for teamwork and troubleshooting on technical challenges, we would like to hear from you!

This position will report to the Team Lead, Environment of the OWA and will be based in Calgary but will require occasional visits to review field operations.

**Key Duties:**

* Manage a portfolio of wellsites within the environmental group of the OWA
* Environmental planning of coordinator’s assignments, to move sites forward efficiently through reclamation
* Manage an assigned project budget by work scope, by area and by consulting firm
* Participate in the OWA’s safety program by:
	+ ensuring commitment to safety and policies are clearly communicated and adhered to by consulting firms (prime contractors)
	+ managing the safety with the prime contractors for environmental coordinator’s projects
	+ conducting safety visits in the field to assess prime contractors for safety and technical ability
	+ following up on safety incidents with prime contractors
* Provide input for negotiating vendor rates, improving cost efficiencies
* Assess cost estimates for reclamation work to ensure costs are appropriate; work towards improving cost efficiencies on projects.
* Review and approve reclamation projects ensuring technical aspects are efficiently met and projects are completed safely, managing AFE’s for coordinator’s projects
* Review environmental reports (such as Environmental Site Assessments and Remedial Action Plans)
* Develop and update End of Project cost estimates based on environmental reports
* Develop cost estimates for remediation and reclamation work
* Ensure proper landowner/occupant contact and inspections are done
* Work planning with consulting firms including scheduling and kickoff meetings
* Manage landowner/occupant contact with the consultant
* Tracking, recording and reporting on operational activities and expenditures work weekly or daily on special projects
* Timely review, coding and approval of invoices
* Manage SiteView production database – update libraries, building reports, prepare scripts, complete minor UDL updates such as adding/adjusting fields
* Reporting weekly, monthly and quarterly basis as required.

**Experience Required**

* Five to ten years of experience in the oil and gas industry with experience in reclamation, environmental assessment, remediation, and project management
* Several years of field experience completing Phase 1 ESAs, Phase 2 ESAs, remediation, reclaiming of wellsites, detailed site assessments for soil and vegetation
* Experience managing reclamation and remediation operations and resolving environmental technical and field issues during operations
* Knowledgeable about regulatory requirements for the oil and gas industry, particularly Alberta Environment & Parks, AER and OH&S regulations
* Experienced with Siteview entries, queries and reporting
* Working knowledge of Excel, Outlook, and GIS based software

**Skills**

* Good communication skills
* Ability to work collaboratively with others
* Ability to work with vendors, communicate expectations clearly verbally and in writing, and to follow up with performance concerns
* Organized, able to set priorities, complete assigned work and timely documenting of work
* Able to identify gaps in processes and to step in to help address them
* Able to promptly review environmental reports, assign the next phase of work in a timely fashion, and update information in the OWA’s database (SiteView)

**Qualifications**

* Post-secondary education in environmental related field (e.g., BSc Eng., B.Sc.) is required
* Professional designation is required