**SENIOR REMEDIATION AND RECLAMATION 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 a seasoned remediation and reclamation professional with a passion for the environmentally responsible work we do and a talent for teamwork and troubleshooting and resolution of 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 – Remediation:**

* Manage an assigned portfolio of sites with larger remediation requirements or as directed by the Team Lead, Environment.
* Review and approve remediation program, AFE’s and AFE supplements.
* Review environmental reports (such as Environmental Site Assessments, Site Specific Guideline Development and Remedial Action Plans) and conduct professional review of reports.
* Provide recommendations on alternative remediation methodologies and techniques to meet the Association’s objectives.
* Liaise with environmental consultants to determine optimal remediation options on specific sites.
* 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.
* Develop and update site specific liability estimates based on environmental reports.
* Develop cost estimates for remediation work.
* Risk rank remediation projects to prioritize Association’s inventory over multiple years.
* Support other Association environmental coordinators in reviewing smaller remediation projects.
* Ensure proper landowner/occupant contacts are completed.
* Work planning with consulting firms including scheduling and kickoff meetings.
* Provide direction and support to field operations as needed, including input on cost efficiencies
* Work with landowners, stakeholders and vendors to resolve problems.
* Tracking, recording and reporting on operational activities and expenditures work weekly or daily on special projects.
* Timely review, coding and approval of invoices.
* Weekly, monthly and quarterly reporting as required.

**Experience Required**

* Fifteen years of experience in the oil and gas industry in remediation, reclamation and project management/administration.
* Experience running reclamation and remediation operations including taking daily calls and troubleshooting field problems.
* Knowledgeable about remediation techniques.
* Experience with challenging remediation problems with a variety of contaminants in both soil and groundwater, knowledgeable about modeling and risk assessment techniques.
* Experienced with soil handling challenges and optimizations associated with remedial excavations.
* Experienced with use and application of Subsoil Salinity Tool.
* Well versed in regulatory requirements for the oil and gas industry, particularly Alberta Environment & Parks, AER and OH&S is required.
* Experienced working with First Nation and Metis stakeholders and on reserve/settlements.
* Working knowledge of MS Office programs (ie Excel, Outlook, PowerPoint) and GIS based software
* Experienced with Siteview entries, queries and reporting

**Skills**

* Strong verbal and written communication, decision-making and problem-solving skills
* Ability to work collaboratively with others, to communicate expectations clearly, and to follow up on performance concerns
* Analytical and critical thinker with excellent organizational abilities who is able to set and deliver on priorities
* Ability to identify gaps in processes and to step in to help address them
* Attention to detail, able to manage time wisely, can work with minimal supervision

**Qualifications**

* Post-secondary education in environmental related field (e.g., B.Sc.) is required
* Professional designation (e.g. P.Eng. P.Geol, P.Bio, P.Chem or P.Ag.) is required