

## **Pipeline and Facility Abandonment 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 Pipeline and Facility Abandonment Coordinator to join our team. The position will report directly to the Director of Operations and will be based in Calgary but will require occasional visits to review field operations.

### **Job Description**

- Manage an area budget and assign work to consultants
- Review and approve pipeline and facility abandonment programs and cost estimates
- Participate in Safety program by:
  - prequalifying vendors, reviewing and evaluating the safety program of approved vendors
  - conducting safety visits in the field and office
  - communicating association safety commitments to vendors
  - following up on safety incidents
- Work with consulting firms (prime contractors) to ensure policies are clearly communicated and adhered to
- Work planning with consultant firms including scheduling and kickoff meetings
- Track material transfers and handle equipment salvage
- Negotiate rates, improve cost efficiencies and approve invoices
- Provide direction and support to field operations as needed, including input on cost efficiencies
- Contact landowners and vendors to resolve problems
- File and inspection reviews
- Tracking, recording and reporting on operational activities and expenditures work on daily, weekly, monthly and quarterly basis.

### **Technical Proficiencies**

- Knowledgeable about AER requirements for pipeline and facility abandonment operations, Pipeline Act and Regulations and familiar with DDS system
- Experienced in running field operations including taking daily calls and troubleshooting problems
- Working knowledge of Excel, Outlook, Access and GIS based software
- Experience with running efficient pipeline operations including surface abandonments and sour operations an asset

**Skills**

- Good communication skills
- Ability to work with other Abandonment 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 pipeline or facility abandonment experience.

Please send cover letter and résumé in confidence to [OWA.Admin@aer.ca](mailto:OWA.Admin@aer.ca) by **November 17, 2017** including “Pipeline and Facility Abandonment Coordinator” in the subject line. We thank all those who respond. However, only candidates selected for interviews will be contacted.