

Birchcliff Energy is seeking an **Asset Retirement/Liability Coordinator** who will be focused on coordination and project management of our corporate decommissioning and reclamation programs. Reporting to the Drilling & Completions Manager via the Supervisor - Civil Earthworks & Water Resources, this role is critical to supporting asset retirement and liability management efforts at Birchcliff Energy.

### **Key Responsibilities:**

- Manage all items associated with Asset Retirement and Liability Reduction.
- Tasked with overseeing all Decommissioning, Abandonment, Reclamation and Remediation activities:
  - Prepare Annual Budgets;
  - Manage the request to abandon process with the Asset Team;
  - Generate cost estimates and approvals for projects including development of requests for pricing, proposal evaluations, negotiations and awarding of projects;
  - Plan, program and execute projects;
  - Provide direction, support, and supervision of Birchcliff Field Leaders during project execution:
    - Demonstrate safety leadership
    - Manage and support cost tracking
  - Manage all required regulatory reporting related to project planning and execution;
  - Communicate with various regulatory bodies as required;
  - Travel to the field to support project execution and operations.
- Foster strong communication and collaboration between the Asset Team and all other corporate stakeholders including Drilling and Completions, Facilities, Production, Corporate Responsibility, Surface Land, Accounting, Health Safety, Environment, etc.;
- Participate in Industry/Peer Committees.

### **Education, Skills and Abilities**

- Core Requirements:
  - 5-10 years of related decommissioning, abandonment, reclamation/remediation project management experience;
  - Professional Designation in good standing in one of the seven approved professional associations,
    - Alberta Institute of Agrologists
    - Alberta Society of Professional Biologists
    - Association of Professional Engineers and Geoscientists of Alberta
    - Association of Science and Engineering Technology Professionals of Alberta
    - Association of the Chemical Profession of Alberta
    - College of Alberta Professional Foresters

- College of Alberta Professional Forest Technologists;
  - Strong regulatory knowledge – Alberta Energy Regulator Directives, Alberta Environment and Protected Areas, Canada Energy Regulator;
  - Experience with data analytics platforms (such as Spotfire) would be an asset;
  - Relevant field experience to complement decommissioning, abandonment, remediation, & reclamation project execution.
- Professional Expectations:
    - Prioritize safe execution of all field activities;
    - Strong communication skills, both written and verbal, including experience with Executive level presentations;
    - Self-motivated individual with great multi-tasking capabilities, superb organizational skills and the ability to prioritize and meet deadlines;
    - Results oriented team player possessing the determination to make a difference, balanced with the skills, and patience to accomplish projects in a timely manner;
    - Willing and able to travel to the field on a regular basis.

### **Application Process**

Interested applicants are invited to submit their resume to [careers@birchcliffenergy.com](mailto:careers@birchcliffenergy.com) with “Asset Retirement Liability Coordinator” listed in the subject line of the email.

Birchcliff Energy Ltd. ([www.birchcliffenergy.com](http://www.birchcliffenergy.com)) offers competitive compensation, stock options and benefits to its employees. The successful applicant will be a highly motivated, flexible, enthusiastic and well-organized individual who enjoys being part of a fast-paced team.

*We thank you in advance for your submission, however, only those selected for an interview will be contacted.*