



Role Requisition

- **Role title:** Manager, Environmental Services
- **Role Location:** Calgary (or remotely from anywhere)
- **Role Nature:** Full-time employee

About Ener-Controls:

We are Ener-Controls Audit Services Inc.- established 2011 - a leading provider of compliance reporting and audit services to the Western Canadian oil and gas sector.

Our Management led the rollout of the EPAP Regulation for the Alberta Energy Regulator and contributes to various Industry committees specific to methane/emissions. Through our fast-growing environmental practice, we are helping 20-30 clients in the Canadian oil and gas sector with methane reporting, GHG reporting and fugitive leak detection.

Our vision, through our partner company Ener-Enviro, is to be a leading provider of environmental reporting, audit/verification and ESG reporting services over time.

Position overview:

Our Manager – Environmental Services role is a leadership role within our company. You will report to the Director (by title, Manager – EPAP and Measurement Services)

This role will supervise and coordinate our various business lines including methane reporting, fugitive leak detection, GHG reporting and benchmarking, and assistance we offer to GHG Verification Bodies in conducting AB TIER or SK OBPS verifications. You will assist independent contractors with the work, mentoring and guiding them through Ener-Controls policies and procedures.

Your knowledge of GHG reporting and verification and methane management will enable our clients to rely increasingly on Ener-Controls as a trusted environmental partner – over time the Ener-Controls team will apply for GHG accreditation as a Verification Body.

Responsibilities:

1. Supervise and/or execute (as-needed):
 - a. GHG reporting, benchmarking studies and ongoing consulting, towards the AB TIER and SK OBPS Regulations and Federal NPRI reporting.
 - b. Methane reporting and consulting: oversee and liaise with fugitive leak detection (survey) providers to ensure surveys are conducted to compliance, and resulting data accurately captured for reporting purposes.

- c. Consulting and projects specific to emissions reduction and emissions management across current and future lines of business.
2. Work closely with EC Contractors and clients to ensure all tasks and deliverables are met.
3. Support EC clients with GHG Verifications.
 - Site visits
 - Petrinex anomalies and data requests
 - General guidance and consulting specific to GHG obligations or credits.
4. Liaise with Regulator Contacts (AEP, ER, SK ER and BC OGC) as and when needed.
5. Negotiate and issue sales proposals for all annual work. Follow-up to ensure approval and proper setup on EC work software.
6. Execute Ener-Controls project tracking and billing, including but not limited to:
 - a. Project Tracker sheet: documenting all project timelines and details including billing/invoicing.
 - b. Prepare and issue invoicing for work completed. Follow-up as needed to ensure collection.
 - c. Monitor EC work software on constant basis to ensure Contractors are paid within terms agreed-upon.
7. Assist with Special Projects and/or Business Development when needed.

Travel time:

Up to 10% travel may be required, mostly within Alberta. With expenses fully paid.

This is primarily a desk-based role and conducted remotely from a home office or alternate physical office space Ener-Controls may rent.

Base Qualifications:

1. Minimum 2 years of experience with, together with strong understanding of:
 - Alberta TIER or Saskatchewan OBPS Regulations.
 - Alberta or Saskatchewan methane reporting

2. Minimum 4 years of experience in quantifying and reporting GHG emissions specific to each of CO₂, N₂O and CH₄. (we will need to see evidence of any involvement with at least 4 GHG reports for 4 different compliance years).
3. Strong technical knowledge of the quantification of upstream oil and gas production and fuel usage – variable and non-variable fuels.
4. Knowledge of upstream oil and gas production operations: facility delineation, measurement/schematics, meter maintenance/operation, sampling and analysis, Data Capture, and common related systems, such as Petrinex.
5. Advanced skills with Microsoft Excel (Pivot tables, macros, data analysis, formatting).

Candidates with the following qualifications will be given preference:

- Experience leading people or leading a process.
- Technical knowledge of the quantification of (A) imported electricity; (B) imported heat; (C) imported hydrogen; (D) carbon dioxide sequestration; and (E) reductions of specified gases being verified.
- Some level of technical understanding of non-oil and gas (E&P) facility types, such as electricity/co-generation facilities or Manufacturing Plants.
- Practical experience with AER Directive 60 regulations related to Methane reduction (vent gas/fugitive emissions).
- Some interest in learning/conducting production/measurement audit work and the Enhanced Production Audit Program (a requirement related to emissions verification).

Insurance Requirements:

The Contractor will be required to maintain a minimum \$2MM Commercial General Liability (CGL) and \$250K Errors and Omissions (E&O) Insurance.

Ener-Controls may offer to share a portion of the insurance premiums (negotiable based on candidate experience and rate).

Compensation:

Negotiable.

All expenses related to work, such as travel costs (meals, airfare, km, per-diem, etc.). Number of hours per week depends on Contractor skill set.

Benefits:

- Work from home/office with full flexibility on structuring workday.
- Fully paid IT support.
- Office 365/exchange service and all Office applications.

- Professional Development allowance – we will pay for or share the costs of professional development directly related to the work you do for Ener-Controls.
- Provision of and full training with ISO 14064-3: 2019 Greenhouse gases - Part 3: Specification with Guidance for the Verification and Validation of Greenhouse Gas Statements".
- Training and ongoing guidance with developing other verification and audit skillsets (e.g.: EPAP, Field Audits, Measurement, etc.).

Career Path with Ener-Controls

The right candidate, with time and experience, may be offered: i) ownership in Ener-Controls share structure and/or ii) Salaried, full-time Operations Manager or similar role with full range of benefits such as Health, Dental, Vacation (5 weeks), Flex Days, RRSP account and incentive compensation.