



Tidewater Midstream and Infrastructure Ltd. is a publicly listed, diversified energy infrastructure company with an integrated value chain across the North American natural gas, natural gas liquids and crude oil, refined product, and renewable space. Its strategy is to profitably grow and create shareholder value through the acquisition and development of oil and gas infrastructure. Tidewater plans to achieve its business objective by providing customers with a full service, vertically integrated value chain, including gas plants, pipelines, railcars, export terminals, storage, downstream facilities, and various renewable initiatives.

Tidewater has an immediate opening for a **Surface Land Administrator**. This is full time role, permanent employee position based out of our **Calgary Head Office**. This is a fast paced, deadline driven role that requires superb organizational skills and the ability to multi-task.

#### **Summary of Responsibilities:**

- Ensure surface land obligations are met and all relevant Land records are maintained with a high degree of accuracy
- Manage surface requirements for A&D projects including due diligence, generating and reviewing schedules, specific conveyancing and post-closing processes
- Interpret, review and draft surface agreements and leases
- Land title work including landowner changes and registering/discharging encumbrances on title
- Coordinate new project support with brokers and surveyors, including review and audit of land acquisition packages and third party agreements
- Track lease expiries and manage the associated Crown and freehold renewal processes
- Manage monthly surface rental process
- Work with Accounting team to resolve billing disputes and code invoices for payment

#### **Qualifications/Skills:**

- Minimum 10 years of Surface Land experience in the oil and gas industry
- Surface Land A&D experience
- Familiar with freehold and Crown land acquisition process from an in-house and broker perspective in Alberta and British Columbia
- Excellent communicator with the ability to develop and maintain strong relationships with internal and external stakeholders
- Comprehensive knowledge of regulatory requirements relating to Alberta, British Columbia and freehold acquisition, and agreement maintenance processes
- Proficient with CS Explorer, MS Office, AbaData, AccuMap, EnergyLink, ETS, EDS, One Stop, Spin II, and knowledge of BCER online systems
- Possession of a relevant degree, diploma or certificate from a recognized land program would be an asset
- Broker experience would also be an asset

#### **Competencies:**

- Excellent written and verbal communication skills, and keen attention to detail
- Strong work ethic combined with demonstrated analytical and problem-solving skills
- Flexible and adaptable, with proven ability to handle multiple competing priorities; work independently and in a collaborative team environment



**Compensation:**

We offer a competitive compensation package including an attractive base salary, short term and long-term incentive plans.

**Employee Benefits:**

Tidewater offers a comprehensive benefit package, designed to prioritize the well-being of you and your family. Benefits include top in-industry medical, dental, life and accident insurance and disability coverage. Our virtual employee and family assistance program makes accessing medical professionals quick and convenient.

Tidewater's benefits program features a generous \$2,000 annual spending account which provides the flexibility for you to fund a Healthcare Spending Account to help pay for medical and dental expenses not covered by the benefits plan or a Healthy Living Account for items such as memberships or sports equipment.

You can become a shareholder and participate in the growth of our company through Tidewater's Long Term Incentive Plan and the Employee Share Purchase Plan.

At Tidewater Midstream and Infrastructure Ltd., we prioritize your financial peace of mind by extensively covering the cost of benefits. Join us and experience a workplace that values your health, supports your family, and invests in your overall well-being.

Your coverage begins on your hire date and extends to eligible family members.

**Please visit the Careers section at [tidewatermidstream.com](http://tidewatermidstream.com) to submit your application.**

**We thank all interested candidates for their interest; however, only those selected for an interview will be contacted.**