

TITLE: PETROLEUM OPERATIONS COORDINATOR

DEFINITION: Under direction, coordinates, inspects, and reports on all oil drilling and production operations conducted by the City or its contractors.

REPORTS TO: Division Engineer

EXAMPLES OF DUTIES:

- Coordinates, inspects and reports on all oil drilling, workover, production and water injection operations conducted by the City or its contractors;
- Coordinates the bidding operations on all phases of construction work;
- Coordinates the oil field equipment control program;
- Coordinates the operation of the City's injection water supply program and injection facilities;
- Coordinates implementation of contractor emergency response plan;
- Performs periodic safety and environmental assessments as needed;
- Gathers, analyzes and prepares operating data and estimates for production operations and engineering evaluation;
- Coordinates support operations, such as elevation surveying;
- Coordinates oil gauging activities between stakeholders;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Bachelor's degree from an accredited college or university in petroleum engineering, chemical engineering, natural science or a closely related field **(proof required) ***

AND

Three (3) years of experience in reservoir and/or petroleum drilling, production, and facilities operations.

Additional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis up to seven (7) years.

A valid motor vehicle operator license.

Knowledge, Skills and Abilities

- Knowledge of industry standards, best practices for upstream oil operations;
- Knowledge of Health Safety Environmental best practices;
- Ability to utilize office software;

PETROLEUM OPERATIONS COORDINATOR (continued)

- Ability to deal tactfully and effectively with stakeholders and contractors;
- Ability to effectively analyze and summarize oilfield data;
- Ability to perform fieldwork at multiple work locations.

HISTORY:

Title changed from Petroleum Operations Supervisor effective 07/01/86, Revised 06/15/79, 05/05/82, 10/04/89, 01/03/90, Consolidation of Grade Level I and II, 06/27/82, Consolidated Production Supervisor and Drilling Supervisor to created Petroleum Operations Supervisor I and II, 07/01/79, Grade Levels I and II established, 11/25/89, Consolidation of Grade Levels I and II, 03/16/2022

Approval/Adoption Dates: 01/03/90 - Human Resources Department
01/10/90 - Civil Service Commission
03/16/22 – Civil Service Commission