



Job Title:	Contract Operator 1	Position Type:	Full Time
Location:	Evans, CO	Level:	1
Reports to:	Manager/Direct Supervisor	Department:	Operations
Work Schedule:	Schedules vary based on Customer needs		
HR Contact:	Michell Lauer	Last Edited:	June 5, 2017

Job Description

Qualifications:

- Experience in oil and gas production operations preferred
- Demonstrated knowledge of mechanical principles
- Ability to perform basic mathematical calculations required
- Computer skills including Excel, Word, and Outlook required
- Automation experience and hands on troubleshooting experience is preferred

Essential Job Functions:

- Adhere to and enforce all applicable company, state, and federal safety and environmental regulations
- Operate and maintain various equipment associated with producing a well, including but not limited to wellheads, artificial lift equipment, separators, burners and heater treater, chemical pumps, meters, etc.
- Gather liquid production information by gauging production tanks
- Enter data into local databases and/or the corporate production database
- Use plunger control automation to effectively optimize plunger operation and maximize production of gas/condensate/oil
- Work with Well Site Management Team
- Evaluate daily production estimates to identify production shortfalls that may be related to equipment problems, leaks or spills, theft, or changing well conditions
- Witness the sale of oil and condensate and verify accurate measurement in the transfer of product to truck or pipeline
- Check equipment to ensure operating efficiency
- Examine well casings, wellheads, pressure vessels, liquid storage facilities, and other production equipment for integrity
- Perform repairs on pipe fittings, minor line leaks, chemical pumps, dump valves, float and pressure controllers, and automation equipment as necessary
- Manage operating and maintenance expenditures
- Water/condensate transfers, chemical treatments, and other activity in assigned area
- Coordinate and oversee logistics and costs involved with transportation of produced fluids



Qualifications and Education Requirements:

- Must be able to effectively communicate and understand the English language.
- High School Diploma or GED preferred.
- Valid driver's license with no restrictions that would prohibit driving a company vehicle is required
- Must be able to pass all drug testing as required by company policy (pre-employment, random, upon suspicion)
- Must complete a physical capability test.
- Must maintain a clean Motor Vehicle Record (MVR) if driving for the company and criminal background.
- Safeland and/or any other required safety courses
- Must be able to pass written competency test after Short Service Employee (SSE) probationary period.
- Must maintain a safe work environment consistently
- Ability to perform tasks accurately and thoroughly
- Ability to find solutions for and/or to deal with day-to-day work-related problems efficiently
- Ability to comprehend complex topics and specialized information
- Ability to complete work-related tasks in stressful situations
- Ability of decipher safe and un-safe working conditions and implement best course of action
- Ability to communicate effectively with others, either through verbal or written communication.
- Ability to maintain a productive work environment at all times.
- Ability to remain attentive to detail and provide feedback when necessary

Preferred Certifications:

- HS Diploma/GED
- Any other requested certifications.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to the above job title. The requirements are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so titled. All personnel may be required to perform duties outside the range of what is minimally required at the discretion of Management Staff.

Given To:		Date:	
Approved By:		Date:	