



## Vice President (VP) of Petroleum Engineering

### Position Description

<b>Division:</b>	Exploration & Production, LLC
<b>Department:</b>	Exploration & Production
<b>Job Code:</b>	VP of E&P Engineering
<b>Pay Grade:</b>	E 14
<b>Hours/week:</b>	40 hours
<b>Type of Position:</b>	Full-time

<b>Reports to (title):</b>	President/CEO
<b>Job Location:</b>	Denver, CO or Houston, TX
<b>Supervises:</b>	Administrative, Technical & Professionals
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	June 1, 2019
<b>Revised Date:</b>	

#### PERFORMANCE EXPECTATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

#### POSITION PURPOSE

The Vice President of Petroleum Engineering position provides exceptionally high level of engineering expertise for the evaluation, development planning, funding, budgeting, and execution of various oil and gas subsurface and surface activities pertaining to all company assets and properties. The primary role of this position is to ensure the optimum economic research and development of petroleum resources applicable to current business environment.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Initiate and conduct complex reservoir engineering studies using advanced engineering concepts including well performance analysis (Rate Transient Analysis), advanced decline curve analysis, material balance analysis and discounted cash flow analysis of capital spending proposals including new drills, re-completions, and infrastructure build-out.
- Organize and prepare operator's development plans and production forecasts for the next year budget, 3-year, and 5-year plans. Propose and/or approve well targeting locations.
- Supervise cross-functional teams to execute the budget (development plans) on schedule to meet annual production target, propose new plans as necessary to realize or improve production rates.
- Maintain reserves database and coordinate all activities with reserve, compliance, and financial auditors
- Coordinate with operations team to assist in (conduct or supervise) detailed well interference analysis, well spacing determination, and development optimization efforts to increase asset value.
- Support financial & treasury team with all budget funding efforts including RBL (reserve-based lending) evaluations, will be key point of contact for bank, audit, and compliance evaluations, data requests, and cash-flow evaluations

- Direct/mentor cross functional asset team personnel with all operational efforts including well scheduling, well planning, facility build-out, surface/land and regulatory coordination efforts
- Provide technical oversight in support of Acquisition & Divestiture AND Business Development efforts: including lease evaluations, economic sensitivity analyses, infrastructure modeling, property bid analyses, etc.
- Coordinate all infrastructure, facility and midstream planning in support of development plans. Provide direct supervision of facility and midstream technical engineering teams.
- Support accounting group with Impairment and DD&A processes semi-annually or quarterly as needed
- Provide leadership experience in management and supervision of various staff
- Manage all projects and potential projects, prepare proposals and prepare all statistical data to support projects
- Provide training and mentoring, establish a staff development program to enhance Navajo human resources through internships, fellowship or entry level jobs
- Achieve goals and objectives through support and consideration of the Navajo culture, its agencies and government.
- Perform other duties as assigned

#### MINIMUM MANDATORY QUALIFICATIONS

##### Experience:

- Minimum of 20+ years of Reservoir Engineering experience with sound reservoir engineering analysis, field development planning, production forecasting, reserves estimation and classification, and economic analysis with an operated public oil & gas company in the USA. Good understanding about the potential and risk of an asset based on combination knowledge of geology, geophysics, petrophysics, and reservoir characterization.

##### Education:

- Bachelor of Science in Petroleum Engineering required.
- Masters degree in Petroleum Engineering required.

##### Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Familiar with the SEC/SPE Guideline of Petroleum Resources Management System and SPE Monograph 3 & 4 Evaluation of unconventional resources.
- Experience presenting complex technical concepts and development plans to funding entities and auditors including private equity, banks, reserve & financial auditors, compliance auditors.
- Experience with both Operated and Non-Operated Assets
- Ability to collaborate with team members, asset teams, supervisors, management team, and partner teams
- Working knowledge of geology and reservoir characteristics.
- Working knowledge of gathering, processing and gas sales agreements
- Preferred knowledge of the Four Corners area including Navajo culture and government structure
- Knowledgeable of asset and value enhancement
- Ability to successfully manage multiple projects
- Ability to work with a diverse group of professionals
- Superior skills with verbal and written communication, organizational, leadership and team work
- Proficient understanding of various engineering software
- Ability to safeguard critical and confidential company data

**POSITION PREFERENCES**

Licenses and  
Certifications: None

**WORK ENVIRONMENT**

Work Environment: Work is generally performed in a fast paced corporate office environment. May require extended hours to accomplish business goals and objectives.

Physical demands: While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and business travel may be required.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

**NAVAJO/INDIAN PREFERENCE**

Navajo Nation Oil and Gas Company complies with the Navajo Preference in Employment Act (NPEA). Other candidates will be considered only after all candidates entitled or secondary preference has been fully considered.

**OTHER**

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

***Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.***

**ACKNOWLEDGMENT**

I have reviewed the content of the **VP of Petroleum Engineering** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Description any accommodation required to perform these functions:

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Employee (printed name)

\_\_\_\_\_  
Employee (signature)

\_\_\_\_\_  
Date