



## EHS (Environmental, Health and Safety) Technician

*E&P Production, Drilling and Completion*

*Position Description*

<b>Division:</b>	Upstream	<b>Reports to (title):</b>	VP, E&P Operations
<b>Department:</b>	E&P Operations	<b>Job Location:</b>	All Locations
<b>Job Code:</b>	EHSTECH	<b>Supervises:</b>	None
<b>Pay Grade:</b>		<b>Classification:</b>	Non-Exempt
<b>Hours/week:</b>	40 hours	<b>Effective Date:</b>	March 15, 2022
<b>Type of Position:</b>	Full-time	<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 ideal candidate will have a working knowledge of OSHA requirements and industry recommended practices. Actively demonstrate Core Values (Integrity and Trust, Leadership, People and Passion). The HSE (Health, Safety and Environmental) Technician is responsible for Health, Safety, and Environmental activities associated with production, drilling, and completions operations and is expected to work within the field locations. Partner with Operations and Engineering teams to provide HSE support

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Be responsible for Health, Safety, and Environmental activities associated with production, drilling, and completions operations and is expected to work within the field locations
- partner with Operations and Engineering teams to provide HSE support
- provide Hazard Analysis processes to ensure hazards are identified and verify that appropriate prevention and mitigation measures are implemented
- lead or facilitate incident investigations
- conduct daily site assessments, hazard assessments, and communicate findings to leadership
- coordinate with operations to assist with the implementation of best practices in HSE
- promote a risk-based approach to HSE management utilizing Company policies, standards, and processes for all operational activities
- plan and participate in HSE audits/reviews of drilling and completion operations and related assigned areas to ensure proper implementation and compliance
- support the implementation and achievement of HSE objectives and performance measures during all drilling and completion activities
- lead initiatives to promote visible and proactive management commitment and employee engagement in HSE activities

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- ensure compliance with tracking and reporting HSE performance data (e.g., incident report findings, audit actions, and related HSE metrics)
  - audit job-planning activities, including Hot Work, Permit-to-work (PTW), Job Safety Assessment (JSA), and hazard recognition
  - complete weekly HSE report attend daily drilling and completion operations meetings along with weekly production meetings
  - ensure emergency response practices are evident in production, drilling, and completion operations
  - Assist with plans, budgets and schedule facilities modifications, including cost estimates, bid sheets, layouts, and contracts for construction and acquisitions.
  - As necessary, interacts with service personnel, clients, subcontractors, and regulatory agencies to research and interpret standards, codes and regulations.
  - Assist in coordinating worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment.
  - Perform other duties as assigned.

#### MINIMUM MANDATORY QUALIFICATIONS

##### Experience:

- A minimum of 5 - 10 years of Environmental, Health and Safety experience desired, preferably in support of onshore oil and gas well production, drilling, and completions activity
- some experience within HSE contractor management

##### Education:

- Bachelor's Degree in Science, Engineering, or other related field preferred plus five or more years of relevant experience is required.
- Minimum of an Associate or Vocational Degree required plus 10 years of relevant work experience.

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

- Working knowledge of environmental, health and safety, programs.
- Ability to gather and transmission system operations, pipeline safety regulations, DOT regulations and current active OSHA certification.
- Knowledge with facility blueprints, equipment operation, machinery safety and repair, and electrical data.
- Proficiency with computer skills and various software applications, including MS 365.
- Excellent organizations, multi-tasking, and planning abilities.
- Excellent with oral and written communication skills
- Excellent interpersonal skills including good coaching, consultation, and negotiation skills.
- Ability to analyze situations and provide/recommend practical solutions.
- Ability to speak and understand the Navajo language is preferred.
- Ability to establish priorities, organize and handle a variety of projects simultaneously

#### POSITION PREFERENCES

##### Licenses and Certifications:

- OSHA Certified Safety and Health Official (CSHO) General and Construction Industry
- OSHA Specialist in Safety and Health (SSH) General and Construction Industry
- Certified H2S Safety Instructor
- OSHA 10 and 30 Hour Instructor Construction and General Industry
- American Heart Association First Aid & CPR Instructor for Health Care Providers
- Medic First Aid & CPR Instructor and Train-the-Trainer

**WORK ENVIRONMENT**

Work Environment: Work is generally performed in an office setting with moderate travel and variable hours based on operational needs. Periodic time constraints and multiple demands are common. Travel and after hours work periodically required.

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.

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).

**ACKNOWLEDGMENT**

I have reviewed the content of the **EHS Technician** 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)

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Employee (signature)

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Date