



# Navajo Nation Oil and Gas Company

P.O. Box 4439 Window Rock, AZ 86515 • Phone: (928) 871-4880 • Fax: (928) 871-4897

## Pumper

### *Position Description*

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

<b>Reports to (title):</b>	Field Foreman
<b>Job Location:</b>	Montezuma Creek, UT
<b>Supervises:</b>	None
<b>Classification:</b>	Non-Exempt
<b>Effective Date:</b>	August 01, 2012
<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 primary role of this position is to optimize and maintain oil & gas production and lease operating expenses. Records, prepares, maintains and submits daily reports and records of daily oil, gas, and water volume, well pressures, chemical usage, etc. Operates and maintains surface production equipment including pumping units, separators, heater treaters, salt water disposal pumps and related gas measurement facilities.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Performs daily operational check of assigned wells and production facilities
- Operates artificial life equipment including automation equipment
- Supervises well work to the level assigned by the foreman
- Performs and supervise repairs on surface production equipment
- Witness's purchaser's gauges and tests, ensuring accuracy of run tickets
- Represents the company in delivery of materials
- Trains newly hired and/or less experienced lease operators
- Maintains compliance, in conjunction with and through close coordination with the Foreman for all regulatory, environmental, and safety issues

- Maintain tank batteries and wells to facilitate an efficient field operation
- Supports and maintains all company policies
- Works extended hours, respond on short notice
- Work a rotating work and call out schedule

#### MINIMUM MANDATORY QUALIFICATIONS

##### Experience:

- Minimum of five (5) years general oil field experience and lease operator experience preferred

##### Education:

- High School Diploma or equivalent. Position receives extensive on-the job training.

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

- Strong commitment to safety and environment
- Possess basic computer skills and understanding
- Good communication, both written and verbal
- Capable of working effectively and willingly within a team environment
- Creative individual, capable of analyzing and solving mechanical problems

#### POSITION PREFERENCES

Licenses and  
Certifications: None

#### WORK ENVIRONMENT

Work Environment:	Work is generally performed year around and duties are normally performed outdoors. Some work is performed indoors. Work is performed in all types of weather conditions. Extended hours may be required for special projects or to accomplish the company's goals and objectives. Routine driving is required to performance duties.
Physical demands:	The position requires good physical strength in various situations as well as working in an office type environment. The position requires good judgment in order to perform complicated tasks and to be alert and observant at all times. Position requires to lift and to move up to 75 pounds.
Mental demands:	The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

#### NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled or secondary preferences have been fully considered.

#### OTHER

*Position Description*

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 **Pumper** 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)

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

\_\_\_\_\_  
Date