



Navajo Nation Oil and Gas Company

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Pipeline Operations Manager

Position Description

Division:	Running Horse Pipeline, LLC	Reports to (title):	Vice President
Department:	Running Horse Pipeline	Job Location:	Farmington, NM
Job Code:	RHPOM	Supervises:	Pipeline Technicians and Operators
Pay Grade:	E 7	Classification:	Exempt
Hours/week:	40 hours a week	Effective Date:	9/14/2006
Type of Position:	Full Time	Revised Date:	09/16/2013; 10/11/2023

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

Manages, directs and coordinates the activities of pipeline operations, service and delivery, production and safety. Oversee personnel, DOT compliance, budget, materials, equipment, and information security.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Manage and supervise direct reports developing their technical competencies. Design and technical supervision of engineering activities associated with projects for the design of pipeline and pipeline facilities, including permit packages for FERC.
- Monitor the pipeline and gathering system operations for efficiency and quality customer service; including storage levels and leak detection and volumes and variances and inventories.
- Monitor incoming and outgoing products through accurate record keeping, include compliance with DOT regulations.
- Monitor the effectiveness of the overall equipment and information technology for efficiency and safe operations.
- Monitor the effectiveness of the overall pumping stations.
- Provide departmental preparedness and oversight for company representation of Federal, State and local agency pipeline inspections. Coordinate and maintain Spill Management criteria.
- Provide technical guidance for pipeline assessments, evaluations, and repair methods to the VP of RHP Operations, and appropriate personnel.
- Seek continual improvements of the RHP's integrity plan including written plan, procedures, best practices, and processes to reduce safety risks.
- Performs due diligence to support Pipeline Integrity efforts to update the integrity management plan on a regular basis.
- Manage staffing and determine staffing requirements including interviewing, hiring, training, counseling, and terminating.

- Manage use of contractors within reason and budget allocations.
- Provide safety communications, coordinate safety training and meetings and maintain staffing certifications.
- Assist the VP of RHP Operations with the pipeline operations budget.
- Provide reports and documentation for pipeline operations and repairs.
- Communicate and coordinate activities with the Corporate and the Exploration and Production (E&P) offices routinely and on a regular basis.
- Interact with vendors, suppliers, partners, and customers to resolve issues and follow through on projects.
- Perform other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum 15 years of direct work experience in Pipeline Engineering, Pipeline Integrity, Pipeline Operations and DOT Compliance in the oil and gas industry.

Education:

- Bachelor Degree in Mechanical, Civil, Petroleum Engineering or related field required.
- Master Degree preferred.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of the oil and gas industry, particularly pipeline operations.
- Working knowledge of applicable Federal and State pipeline regulations, including a good understanding of Pipeline Hazardous Materials and Safety Administration.
- Strong technical management abilities with effective project management and leadership skills possessing initiative, decision-making skills and problem-solving abilities to analyze data, identify issues, recommend develop, and implement solutions.
- Ability to organize, plan, control, coordinate, and effectively manage cross-functional assignments and projects while maintaining good recordkeeping.
- Proven ability to interact with and effectively manage input from multiple stakeholders to deliver business unit and company goals.
- Ability to demonstrate excellent communication skills in written or verbal and interpersonal skills.
- Proficient with MS Office applications, including but not limited to Outlook, Word, Excel, PowerPoint and other Office 365 products, Google Earth Pro, GIS Software, Scada Software applications.
- Ability to deal with people in a diplomatic manner and resolve issues and concerns.
- Must be able to work as a "Hands on Manager".
- Open to relocation

POSITION PREFERENCES

Licenses and Certifications:

Pass & maintain Safety Certification, 9 Elements and Operator Certification

WORK ENVIRONMENT

Work Environment:

The pipeline operates 24 hours a day, year-round and duty is performed outdoors and indoors. Works outdoors in an open environment with extremes of heat and cold. Extended hours may be required for special projects or to accomplish the company's goals and objectives. The noise level is usually moderate and occasional loud machinery. Routine driving is expected.

- Physical demands: Ability to stand, walk, and climb in a field project setting; working in adverse weather (extreme hot or cold, wet) conditions. Ability to occasionally lift or carry moderately heavy equipment up to 75 pounds, working, stooping, kneeling, bending, climbing and walking distances in all types of terrain.
- Mental demands: 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 gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

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 **Pipeline Operations Manager** 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:

Employee (printed name) Date

Employee (signature)

Supervisor (signature) Date