



## E & P Operations Technician

### *Position Description*

<b>Division:</b>	Exploration & Production, LLC (E&P)	<b>Reports to (title):</b>	VP of E & P Operations
<b>Department:</b>	E & P	<b>Job Location:</b>	Farmington, NM
<b>Job Code:</b>	OPSTECH	<b>Supervise(s):</b>	None
<b>Pay Grade:</b>		<b>Classification:</b>	Non-Exempt
<b>Hours/week:</b>	40 hours	<b>Effective Date:</b>	05/13/2024
<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

Responsible for providing technical support to the E&P business operations in various stages of oil and gas projects, including but not limited to the compliance, administrative data analysis, and inspection.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Maintain well files and data analysis for workovers/P&A, meter calibration and gas samples, orphan well summary reports, wellbore diagrams, SSDs, etc.
- Maintain compliance reports with the State, Federal and tribal regulatory organization, for example DOT, EPA UIC, and 811 One Call compliance.
- Gather and compile reporting requirements for BLM, NN EPA, US EPA, State, and applicable tribal regulatory organization.
- Support in maintaining filing system for production activities.
- Maintain the master filing system.
- Perform assignments using MS Office, PRAMS, Envision, LDAR, SOSPEs, etc.
- Conduct field site visits to gather relevant data, as appropriate.
- Perform other duties, as assigned.

## MINIMUM MANDATORY QUALIFICATIONS

Experience:

- At least 2 years of experience in engineering field or related area, petroleum experience preferred but not required.

Education:

- Associate degree in related field required.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of oil and gas or engineering concepts, practices, and procedures.
- Ability to demonstrate organizational and interpersonal skills and self-starter.
- Ability to communicate effectively verbally or written.
- Skilled in practical software applications, i.e., Microsoft 365, PRAMS, Visio, AutoCAD, etc.
- Knowledge in engineering software a plus.

## POSITION PREFERENCES

Licenses and  
Certifications: None

## WORK ENVIRONMENT

Work Environment:	Work is generally performed in an office setting with a moderate noise level. Variable hours based on operational needs. Tight time constraints and multiple demands are common. Travel may be required. Fast paced corporate office environment with minimal direct supervision as 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.
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.

## 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 **E&P Operations Technician** position description and I have been provided a copy of the position 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.

Describe any accommodation required to perform these functions:

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Employee (printed name)

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Employee (signature)

\_\_\_\_\_  
Date