

# JOB DESCRIPTION



**OFFICE:** Watford City, North Dakota

**JOB TITLE:** Lease Operator

**REPORTING RELATIONSHIP:** Production Foreman / Production Superintendent

## **JOB DESCRIPTION:**

The primary purpose of this position is to provide the daily operation and inspection of producing oil and gas wells operated by NPE. Overseeing field production operations assuring that production data is recorded and reported accurately and timely is a primary role of this position. To inspect and adjust all production equipment to assure that it is functioning properly and efficiently. The lease operator will assure that all field operations are carried out in a safe and environmentally sound manner conforming to all regulatory rules and regulations.

## **ESSENTIAL DUTIES / RESPONSIBILITIES:**

- Ensure that NPE maintains a reputation for operating efficiently, safely, and ethically.
- Visit each producing oil and gas well location and/or central production battery daily inspecting equipment for proper operation and environmental issues.
- Operate and adjust all production equipment as required: separators, bullet tanks, LACTs, pumping units, pump off controllers, SCADA, tanks and emissions control equipment.
- Record daily production volume readings for oil, gas and water and enter into Triangles production accounting system (EVEN).
- Ensure that all fluid measurement reported is 100% accurate.
- Evaluate the recorded production readings in relation to expected production volumes and report production issues and down time to your supervisor and record down time codes into the production accounting system (EVEN).
- Strive to understand, manage and minimize production downtime.
- Understand liquid storage capacity to assure that no tanks will overflow or spills will occur. Ensure that under no conditions will oil, water or gas be released from a facility in an uncontrolled manner.
- Inspect all production equipment daily for mechanical problems looking for fluid leaks and listening for potential equipment problems.
- Ensure that all oil, gas and water meters are functioning properly. Managing and recording any trucked oil sales from oil storage tanks.
- Ensure that a proper maintenance and PM program on production equipment is performed.
- Ensure that regulatory issues are handled in a professional and timely manner.

- Understand all workover rig and facility construction activity working closely with your production foreman.
- Understand pump off controllers and SCADA system operation.
- Understand all safety shut down systems, safety protocol and emergency reporting hierarchy and assure that all safety shut down and operation systems are operating as specified.

**OTHER DUTIES / RESPONSIBILITIES:**

- Work with Caliber field personnel to optimize business relationships and maximize sale efficiencies.
- Attend quarterly LOE / production reviews with the production superintendent, production manager and engineers.
- Recommend cost savings ideas and/or facility changes to lower LOE and capital AFE costs.
- Maintain good relationships with local communities and land owners.

**JOB QUALIFICATIONS:**

A wide range of qualifications will be considered depending on lease operator starting level. An upper level lease operator will require a significant level of knowledge regarding production facilities and operations. Must have a self-motivated attitude and willing to work with little supervision.

**EDUCATION OR FORMAL TRAINING:**

High school graduate or GED (Or demonstration of basic education skills).

**EXPERIENCE:**

Experience in oilfield and/or production operations preferred.