



OFFICE: Alexander, North Dakota

JOB TITLE: Production Foreman

REPORTING RELATIONSHIP: Production Superintendent, Ninepoint Energy

Job Summary

The Production Foreman position is responsible for the safe, effective and economical installation, operation and maintenance of oil and gas production facilities. This position will report to the Production Superintendent and will have a working knowledge of production operations.

Duties/Responsibilities

EHS

- Promotes safety culture and ensures all lease operators and contractors are adhering to EH&S and corporate policies
- Works closely with EH&S to appropriately notify and accurately report incidents
- Must understand and perform all duties according to standard operating procedures and in compliance within all regulatory and EH&S guidelines
- Carries out supervisory responsibilities in accordance with the organization's policies
- Supervises company and contract lease operators, as well as supervises company and contract personnel conducting repair and maintenance operations
- Oversees activities of contractors performing well service, lease maintenance, flow back operations, and work-over operations
- Manage lease operator schedules and routes
- Responsible for completing performance appraisals and yearly goals with lease operators
- Communicate with Production Superintendent daily to update on any issues
- Monitor system pressures on wells, flow lines, gas and oil sales, shipping lines, and salt water transfer lines
- Supervise construction of production facilities, pipeline installations, and artificial lift equipment
- Responsible in achieving optimal performance of pumping wells and salt water disposal wells
- Codes and approves all invoices in a timely and accurate manner
- Review and change oil, gas, and water production in Evin and Carte daily
- Make necessary changes for accurate recordings
- Enter daily Wellview reports
- Work with landowners and members of the community to provide smooth daily operations
- Implements and maintains programs
- Monitors and optimizes chemical program
- Provide input and participate in interviewing, researching candidates, and offer requests for lease operator candidates
- Responsible for training employees, planning, assigning, and directing work for direct reports

Skills

- Demonstrates good communication and ability to develop relationships with employees and other third party contractors
- Highly motivated and able to multi-task, plan and make decisions effectively
- Takes pride in operations and the appearance of their location, equipment and vehicles
- Familiar with federal and state requirements related to production
- Demonstrates conflict management skills
- Willingness to assist or ask for assistance as needed with manager and team member duties
- Proficient computer skills
- Familiarity with Microsoft Excel

Qualifications

- High School Diploma, general education degree (GED), minimum of five years related experience, or equivalent combination of education and experience
- 5-8 years of knowledge/ experience in field operations
- Valid Driver's License
- Ability to pass a fit test
- An acceptable pre-employment background and drug test

Physical Requirements

- Must live near area of company operations, or be willing to relocate
- Ability to stoop, stand, walk, pull, carry instruments, and climb stairs and ladders for extended period
- Ability to work overhead for extended periods of time
- Ability to perform fine manipulations with hands and fingers
- Capable of driving distances of 150 miles or more per day during all types of weather conditions
- Ability to one arm carry up to 25lbs. without assistance
- Regular bending, crouching, pulling and kneeling to check equipment and gauges
- Must be able to exert up to 50lbs. of force occasionally and up to 20lbs. frequently to move or manipulate objects
- Ability to work significant amounts of time as required in completing job responsibilities
- Working environment includes exposure to extremely loud noises in field, hazardous Chemicals, and Hydrocarbons that may be under extreme pressure for which appropriate safety measures are required