TITLE: PETROLEUM OPERATIONS COORDINATOR I - II

DEFINITION: Under direction, coordinates, inspects, and reports on all oil drilling and production operations conducted by the City or its contractors.

REPORTS TO: Division Engineer - Oil Properties

DISTINGUISHING CHARACTERISTICS:

Grade Level I  - Performs the duties of the classification.
Grade Level II - Performs the duties of the classification and acts in a lead capacity over Petroleum Coordinator Is.

EXAMPLES OF DUTIES:

• Coordinates, inspects and reports on all oil drilling and production operations conducted by the City or its contractors;
• Coordinates the bidding operations on all phases of construction work;
• Directs the oil field equipment control program and vacuum truck operations;
• Coordinates the operation of the City’s injection water supply program and injection facilities;
• Coordinates drilling, production, and water injection operations of the City and its contractors;
• Coordinates oil spill clean-up operations within Department of Oil Properties;
• Gather, analyzes and prepares operating data and estimates for production operations and engineering evaluation;
• May act in a lead capacity;
• Performs other related duties as required.

MINIMUM REQUIREMENTS:

Ten years of experience in direct petroleum drilling and/or production field work, three of which has been in a supervisory capacity; or
A Petroleum Engineering Degree from an accredited college or university and five years of direct petroleum drilling and/or production field work.
A valid motor vehicle operator license.
Wilmington field experience is desirable.

HISTORY:

Title changed from Petroleum Operations Supervisor effective 07/01/86, Revised 05/05/82, 06/15/79, 10/04/89, 01/03/90, Consolidation of Grade I and II, 06/27/82,
PETROLEUM OPERATIONS COORDINATOR I-II (continued)

Consolidated Production Supervisor and Drilling Supervisor to created Petroleum Operations Supervisor I and II, 07/01/79, Grade Levels I and II established, 11/25/89.

Approval/Adoption Dates: 01/03/90 - Human Resources Department
01/10/90 - Civil Service Commission