



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**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