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| **NAME** | **MCR** |
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| **CLASSIFICATION** | **POSITION NUMBER** |
| Associate Oil and Gas Engineer | 538-208-3783-XXX |
| **WORKING TITLE** | **DIVISION/UNIT** |
| Permitting and Operations Engineer | Division of Oil, Gas, and Geothermal Resources / Northern District |
| **EFFECTIVE DATE** | **LOCATION** |
|  | Sacramento |
| **BARGAINING UNIT** | **CONFLICT OF INTEREST CATEGORY** |
| R09 | 4 |

**GENERAL STATEMENT:** Under the direction of the Senior Oil and Gas Engineer (Supervisor), the Associate Oil and Gas Engineer (AOGE) will independently perform difficult engineering work related to geothermal and natural gas production and underground injection in the Northern District. The incumbent performs assignments that require a high degree of knowledge and skill in well design and completion, in addition to reservoir engineering, team leadership, communication, and data management. Theincumbent performs technical evaluation of proposed well operations including underground injection (UIC) projects and prepares permits documenting technical requirements and regulatory compliance for such operations. The incumbent conducts complex studies of well field operations and reservoirs; makes complex calculations, prepares and interprets complex technical data, and statistics; and writes reports on investigations. Monitors and investigates the legality and advisability of proposed operations, prepares technical and legal directives and advises operators of preventative or corrective actions. This position requires extensive reviews of well files, projects, notices, field operations and other related duties and provides technical guidance to field engineering staff. Duties include, but are not limited to:

1. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

* **ESSENTIAL FUNCTIONS**
  + **30% Notices/Well Operations**

Independently reviews and evaluates Notices of Intention (NOI) to drill, rework, redrill and plug and abandon geothermal and natural gas wells; , Reviews requests, data, and other information submitted by operators for completeness, accuracy, and well integrity to ensure compliance with State laws and regulations. If the applications and NOIs are not accurate or complete, the incumbent will work with the operator to obtain the necessary information. Recommends approval or modification of such applications to supervisor. Replies in writing to NOI’s and other applications with conditions of approval based on knowledge of geologic and reservoir conditions, sound engineering practices, and compliance with State laws and regulations. May respond verbally to emergency situations and follow up verbal instruction with written communication to well file and the operator. Responds to verbal and written requests from operators for operational variances and changes to permitted conditions of approval, in person and in writing.

* + **20% Project Management**

Conducts project reviews and evaluation of existing, new, expansion or reactivation of UIC projectsto determine possible hazards to life, health, property, and natural resources**.** Determines completeness by evaluating geologic and reservoir conditions, and other project conditions to ensure project compliance with state laws and regulations, and project approval letters. Recommends approval or modification of applications to supervisor based on findings from project data. Maintains computer and hard copy files of project data. Manages EPAUIC applications**.** Consults with Division Headquarters and other responsible agencies for review and comment. As required meet with various stakeholders including but not limited to operators, State Water Board, Regional Water Quality Control Boards, local water districts, and interested groups and political representatives.

* + **20%** **Investigations**

Monitors and investigates the legality of active and proposed operations with State laws and regulations, engineering and geological conditions and then prepares technical and legal directives for management and legal review based on such analyses. Conducts complex studies of operations and reservoirs using engineering and geological principles; writes reports on investigations and studies to meet internal Division needs; generates statistics from Division databases; may witness well tests and perform field inspections for geothermal operations for consistency with State laws and regulations. Prepares Notices of Violation and other enforcement actions for review by supervisor, Division management, and legal staff.

* + **10% Reports**

Prepares portions of the district’s report to the Environmental Protection Agency (EPA) on injection well operations. Prepares complex injection project and well data statistics as required. Provides technical engineering input for Division systems. Acts as technical support, as work load conditions dictate, for all programs (UIC, Idle Well, Facilities, Pipeline, Environmental, Geothermal, etc.) within the District for permitting, project review, and compliance. Directs and reviews the work of other engineers and technicians in a lead capacity as needed. Acts as project manager for non-routine special projects and investigations involving environmental issues such as spills, gas emissions, blowouts, subsidence, and other incidents and operational upsets. Evaluates required plans and risk assessments submitted for review. Evaluates California Environmental Quality Act (CEQA) documents submitted by lead agencies to assist Department CEQA Unit and/or prepare correspondence and reports commenting on proposed projects as a responsible agency. Assist the CEQA Unit with lead agency role in evaluating proposed projects.

* + **10% Lead**

Collaborates with and assists the supervisor to train, direct, coordinate, and review the work of Engineering Geologists who perform field inspections related to well field operations**.** Assist with and review related documentation duties such as entering data in Division databases and spreadsheets ensuring input and quality control. Reviews well and other records and test reports for accuracy and completeness.

* **MARGINAL FUNCTIONS**
  + **5% Administrative**

Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

* + **5%** **Miscellaneous**

Represents the district on various Division committees. Represents and/or makes presentations on Division programs at governmental work groups, public outreach forums, hearings, etc. Coordinates and works with other regulatory bodies, agencies, media, or public interest groups **(NOTE: ANY INTERACTION WITH MEDIA, NGOs, AND PUBLIC INTEREST GROUPS SHOULD BE HANDLED BY THE PAO)** to educate and ensure compliance with established laws and regulations associated with geothermal operations. In the absence of an Engineering Geologist, the Associate Oil and Gas Engineer will occasionally be on call during and outside of normal work hours to perform field duties to personally witness well site or facility inspections, injection well tests, blowout prevention tests and/or well incidents or site cleanup activities involving oil, gas, and geothermal wells. Provides technical oversight of operations and assumes responsibility within the District on occasion during brief absences of supervisor. Perform other classification related duties.

1. **SUPERVISION RECEIVED**

The Associate Oil and Gas Engineer reports directly and receives the majority of assignments from the Senior Oil and Gas Engineer (Supervisor); however, direction and assignments may also come from the Supervising Oil and Gas Engineer.

1. **SUPERVISION EXERCISED**

NONE

1. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

NONE

1. **PERSONAL CONTACTS**

The Associate Oil and Gas Engineer will routinely interact with District employees, other Division staff, operators, federal, state, and local agencies, and various stakeholders which may include extensive public and professional contact. The incumbent may occasionallyinteract with geothermal industry representatives and develop on-going relationships. Direct interaction made via written correspondence, telephone, email, and video conferencing is part of normal in office activities. Meetings conducted outside of the Division office may also occur.

1. **ACTIONS AND CONSEQUENCES**

If these functions are not adequately performed consequences may include, but are not limited to:

* Division will be unable to meet its local, state, and federal mandates, including compliance with the Safe Drinking Water Act.
* Possible hazards to life, health, property, and natural resources.
* Negative impacts on the Division’s relationship with our local, state and federal partners.

1. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

* **ESSENTIAL**
  + Standing or sitting at a desk, in a chair, and in front of computer screen(s).
  + Moving/walking about the office and standing or sitting during meetings.
  + Using a multi-line telephone console, a cordless telephone with headset, and/or smart cell phone.
  + Bending (neck and waist), squatting, kneeling, and twisting (neck and waist).
  + Performing repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
  + Reaching (above and below shoulder level).
  + Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel may be required.
  + Lifting and carrying up to 20 pounds.
* **MARGINAL**
  + Working around equipment and machinery.
  + Working around high-temperature (water or steam) geothermal wells, hot springs, and fumaroles.
  + Walking on uneven ground.
  + Exposure to excessive noise.
  + Exposure to dust, gas, fumes or chemicals.
  + Use of special visual or auditory protective equipment.
  + Traveling on and off road, day and night, and sometimes in inclement weather.
  + In performing field inspections, the incumbent may be exposed to hazardous environments and may be required to wear or carry personal protective equipment such as flame-resistant clothing, work boots, hard hat, life vest, safety eyewear, safety ear wear and H2S monitor to warn of H2S gas hazards.
  + Standing for prolonged periods of time may be necessary to witness certain tests.
  + Climbing various sizes of ladders, over rocks and uneven terrain, and pipes.

1. **OTHER INFORMATION**

* Possession of a valid driver’s license is required.

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| I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor). | | |
| **Employee Signature** | **Employee Printed Name** | **Date** |
|  |  |  |
| I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. | | |
| **Supervisor Signature** | **Supervisor Printed Name** | **Date** |
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