Job Class Profile:

Senior Petroleum Technologist

Pay Level:		CG-34			Point Band:			742-765		
						Accountability		Development	Environmental	
		Interpersonal				& Decision		and	Working	Total
Factor	Knowledge	Skills	Physical Effort	Concentration	Complexity	Making	Impact	Leadership	Conditions	Points
Rating	5	4	2	5	5	4	4	3	3	
Points	233	67	13	24	150	87	83	64	32	753

JOB SUMMARY

The Senior Petroleum Technologist provides advanced, responsible and specialized technical support to the petroleum engineering team in the areas of oil and gas exploration, reservoir engineering and drilling and production operations.

Key and Periodic Activities

- Serves as primary contact for petroleum industry with respect to onshore as well as offshore petroleum activity. Responsible for fielding requests from operators and distributing information to appropriate Energy Branch staff as well as designated staff of the Canada-Newfoundland and Labrador Offshore Petroleum Board (CNOLPB).
- Oversees the work of junior technologists.
- Maintains the database for onshore petroleum activity and ensures all field data is received on a timely basis, is complete, reviewed for accuracy and is properly catalogued for easy access.
- Conducts technical reviews of onshore petroleum drilling approvals and development plans in conjunction with petroleum engineer to ensure operational safety, protection of the environment and maximum recovery of the resource.
- Coordinates and/or prepares response to requests for information from government, industry, academia and the public.
- Conducts land use evaluations related to petroleum exploration and development, coordinates the referral process and assists other technical staff in the maintenance of spatial databases.
- Oversees and/or conducts research and analysis of technical data from petroleum exploration, development and production activities.
- Prepares and delivers presentations along with other Divisional staff.
- Conducts site visits to onshore drilling and production operations.
- Completes training course to maintain certifications and stay abreast of evolving technology.
- Represents the Department at petroleum related exhibitions, luncheons, technical talks and conferences and acts as outreach person for promoting the petroleum industry as a career choice for youth.

SKILL

Knowledge General and Specific Knowledge: - Knowledge of all aspects of petroleum related activities such as drilling, reservoir and production engineering, geophysical processes and petroleum geology. — Petroleum geoscientific and engineering related and office software Formal Education and/or Certification(s): — Minimum: 3-Year Diploma in Petroleum Engineering Technology Years of Experience: - Minimum: 4 - 5 years combined industry and government experience **Competencies:** Presentation skills — Conduct research and analysis - Write text to communicate complex or conceptual information — Proof-read, edit and format documents Coordinate a range of related work **Interpersonal Skills** — A range of interpersonal skills are used such as listening, asking questions, providing routine and complex information, instructing/training, coaching/mentoring, gaining the cooperation of others, conducting formal interviews, making formal presentations, facilitating meetings, providing advice and resolving disputes. Communications typically occur within the immediate work area, department and outside the organization since the work involves being the primary contact for the petroleum industry with respect to onshore as well as offshore petroleum activity. - Most significant contacts are with industry representatives (for application review and drilling operations); peers for collaboration in completing tasks; Supervisor/Manager to discuss requests for information, provide updates on petroleum related activities and receive assignments. **EFFORT**

EFFORI

Physical Effort — The demands of the job do not result in considerable fatigue as majority of tasks and activities are performed in an office environment. — Lifting or moving objects over 10 lbs are not regularly required. — The use of fine finger/precision work when using a computer to evaluate data is constant. — Occasionally may be required to visit sites. Concentration

Visual concentration is required when reviewing and assessing documentation and data to ensure a review is properly conducted. This could involve several uninterrupted hours of reading and utilizing a computer.

- Auditory concentration is required to pay attention to details during telephone conversations (i.e. requests from operators and calls from petroleum exploration companies regarding operations and logistical issues).
- Repetition requiring alertness is required when reviewing spreadsheets of data for accuracy.
- **Higher than normal levels of attentiveness for health and safety** are required when visiting operating drilling rigs.
- **Time pressures and deadlines** are experienced when responding to requests for information from Executive which also causes a **lack of control over work pace**. **Interruptions** occur as a result of answering telephone inquiries.

— Exact results and precision are required in detailed analysis of drilling and production data.

Complexity

- Tasks range from repetitive/well defined to different and unrelated. A broad range of skill and knowledge is required to participate in a technical review and assessment of drilling program approvals and development plans for the exploitation of oil and gas reserves; respond to the range of information requests; make presentations; and maintain databases.
- Typical problems involve technical analysis, review and assessment.
- Some challenges/problems/issues can be addressed by following procedures and/or guidelines; however, others require creative problem definition and analysis.
- Required to keep abreast of trends and developments in the petroleum industry.
- Reference material available includes manuals, guidelines, policies, procedures, Petroleum Drilling Regulations, Petroleum and Natural Gas Act, other acts and regulations, advisors, etc.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled.
- Exercise discretion and judgement in the overview of petroleum activities, drafting Terms and Conditions of Approval for review, conducting research and analysis of technical data, reviewing adequacy of contingency plans, dealing with industry representatives involving logistical issues or clear interpretation of regulations.
- Travel, specialized training and purchases require supervisory approval.

Impact

- Impacts are felt internally within the immediate work area and department as well as externally with clients and stakeholders and/or stakeholder representatives.
- Resources affected include equipment, processes and systems, information, finances, facilities, material resources, human resources, health and safety and corporate image.
- The consequences of a mistake or error can have an impact on equipment, material resources and human resources and a significant impact on finances, health and safety and corporate image. For example, if an error is not detected during the approval process incorrect financial decisions could lead to significant unnecessary costs and the health and safety of drilling personnel. Poor recommendations for software, hardware would make work flow

- less efficient within the work area and department.
- Consequences of mistakes or errors are typically resolved within hours of being identified since operating costs are significant.

Development and Leadership of Others

 Responsible for overseeing the work of junior technical staff and supervising Petroleum Technology students.

WORKING CONDITIONS

Environmental Working Conditions

- Occasionally safety equipment such as glasses, coveralls, steel-toe boots, gloves, hardhat, etc., is required when visiting an operating drilling rig. As a result, this mitigates the likelihood for injuries or illnesses resulting from hazards.
- There is occasional exposure to unusual/distracting noise, hazardous chemicals, toxic or poisonous substances and wet or slippery surfaces and adverse weather conditions when visiting a drilling site.