



# Petroleum Development Corporation

## Job Description

### *Area Supervisor (Eastern)*

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Critical features of this job are described under the headings below. PDC reserves the right to assign or reassign duties and responsibilities to or from this job at any time.

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<b>Job Title:</b>	Area Supervisor (Eastern)	<b>Effective Date:</b>	8/06/07
<b>Department:</b>	Production	<b>Version No.:</b>	1.1
<b>Job Location:</b>	Various Eastern	<b>Version Effective Date:</b>	1/12/10
<b>Reports To:</b>	Manager Eastern Production	<b>FLSA Status:</b>	Exempt

#### **I. SUMMARY**

A brief description that summarizes the overall purpose and objectives of the position and the results the worker is expected to accomplish.

Supervise Production Leads and Well Tenders, in the daily operations of assigned oil and gas wells. Lead group to maximize production in assigned area.

#### **II. ESSENTIAL FUNCTIONS**

The tasks, duties and responsibilities of the position that are most important to get the job done.

1. Supervise and coordinate daily activities of production crews within specific area;
2. Assure compliance with company policies and government regulations while achieving LOE minimum cost objectives, and production target goals;
3. Analyze and solve production problems and make recommendations to manager.
4. Select various equipment to be utilized;
5. Directly supervise pumping activities;
6. Coordinate with contractors or project partners as required;
7. Communicate progress, risks and opportunities to management team;
8. Interface with finance for invoicing and approvals;
9. Manage swabbing operations, along with some required completion rig work if needed;
10. Manage well equipment connects and hook-ups, turning in new wells, along with all the proper notices given on such activity.

#### **III. KNOWLEDGE, SKILLS AND ABILITIES**

The specific minimum competencies required for job performance.

1. Must be computer literate to include use of laptop and related technologies;
2. Must be a self-starter;
3. Ability to work independently with minimal supervision;
4. Ability to lead a team;
5. Good knowledge & understanding of the various artificial lift methods.

#### **IV. SUPERVISORY RESPONSIBILITIES**

The scope of the person's authority, including a list of jobs that report to the incumbent.

1. Has up to 20 direct reports, which are primarily Well Tenders.

## V. WORKING CONDITIONS

The environment in which the job is performed, especially any unique conditions outside a normal office environment.

1. Position requires normal office duties, along with in field supervision;
2. Worker is subjected to weather elements and worker must be accustomed to performing tasks in potentially adverse conditions.

## VI. MINIMUM QUALIFICATIONS

The minimum level of education, experience, and certifications required to perform the job.

1. High School diploma;
2. Minimum of 10 years experience in oil and gas production operations, and at least 5 years of managing employees;
3. Valid driver's license with drivers record acceptable by PDC insurance carrier;
4. Must pass drug screening prior to employment;
5. Needs to have a strong knowledge of all production equipment used, along with good trouble shooting abilities;
6. Job related industry technical schooling and certification is a plus;
7. Experience with various artificial lift methods.

## VII. PDC VALUES

Personal and corporate characteristics that contribute to an individual's ability to excel on the job.

### 1. **Integrity – We live by our word.**

We are always fair and honest, by maintaining high ethical and moral standards as we work with each other, as we conduct business and as we build relationships. We demonstrate trust, are consistent and are known for doing what we say we will do.

### 2. **Customer Focus – We treat all customers fairly.**

We are ever striving to exceed customer and partner expectations by understanding their requirements and providing excellent service. We recognize this starts internally through responsive service to each other and that we are ultimately held accountable to our customers.

### 3. **Responsibility – We depend on performance.**

We embrace our individual contribution and commitment to do what is expected of us with unconditional accountability, steadfast initiative and the highest level of efficiency and effectiveness. We practice safety, show respect for each other, and exhibit positive corporate citizenship at all times.

### 4. **Teamwork – We are one company.**

We team for a greater gain and depth of expertise. We will succeed beyond our individual contributions through effective teaming, respect for each other's abilities and overall support of the company's goals.

### 5. **Sound Growth – We will be here tomorrow.**

We possess an entrepreneurial spirit that is driven by being independent and flexible. We manage risk-taking within a conservative fiscal and operational framework to garner opportunities and ensure sustainability. We develop successful leaders and technical expertise to ensure future strong leadership in our industry.

6. **Quality – We innovate and improve.**

We start with quality in mind and are constantly improving through innovation, our ability to leverage our strengths, our resourcefulness, and by acting on lessons learned. We promote gaining knowledge, strategic thinking, and finding better ways to do things that add value in all that we do.