



Petroleum Development Corporation

Job Description

Completions Supervisor

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.

Job Title:	Completions Supervisor	Effective Date:	11/1/2009
Department:	Production	Version No.:	1.0
Job Location:	Bridgeport, WV	Version Effective Date:	11/1/2009
Reports To:	Senior Engineer	FLSA Status:	Non-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.

Responsible for the field supervision of workover and well completion operations for the Eastern region (WV, PA, NY).

II. ESSENTIAL FUNCTIONS

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

1. Supervise workover rig activity;
2. Organize and monitor well stimulation activities;
3. Design and implement casing and cementing projects on workovers as required;
4. Oversee wireline operations, i.e. perforating, casing cutting, logging;
5. Perform and assume other duties and responsibilities as may be required at the direction of the Senior Engineer;
6. Reporting of activities;
7. Supervise plugging and abandonment operations.

III. KNOWLEDGE, SKILLS AND ABILITIES

The specific minimum competencies required for job performance.

1. Strong knowledge of stimulation procedures;
2. Good understanding of wellbore mechanics;
3. Strong knowledge of remedial cementing procedures;
4. Knowledge of down hole tools;
5. Knowledge of workover rig operations;
6. Familiar with the operation of a computer;
7. Strong communication skills;
8. Strong organizing skills;
9. Must possess integrity, be self-starting and have good interpersonal skills.

IV. SUPERVISORY RESPONSIBILITIES

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

1. Must organize, direct and support contractors, vendors, consultants and fellow employees in the day to day activities.

V. WORKING CONDITIONS

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

1. The position will require a split between office and field environments;
2. Some travel will be required.

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 of oil & gas field experience in supervision of completion activities, or combination of field and related schooling;
3. Some computer knowledge;
4. Valid WV drivers license and acceptable driving record;
5. Must pass drug screening prior to employment.

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.