
Job Title: Production Lease Operator
Department: Bowline Energy Operations
Reports To: Bowline Energy Field Coordinator
Location: Alexander, North Dakota

Job Summary

A Lease Operator will manage a daily route of producing wells by performing a complete daily check list on each well and entering all required data into production software. The position will resolve a wide range of issues to keep wells and equipment maintained and producing with minimal downtime. We ask our Lease Operators to communicate clearly and accurately with supervisors, engineers and all team members and contractors to accomplish daily goals, and to keep leases, well pads, and all equipment and wellheads maintained. The role will also handle all other necessary duties as assigned by supervisor.

Duties/Responsibilities

- Promotes safety culture and ensures contractors are adhering to EH&S and corporate policies by leading by example
- Must understand and perform all duties according to standard operating procedures and in compliance within all regulatory and EH&S guidelines
- Report production on assigned wells, downtime, and other pertinent well information on designated computer software
- Communicate with Field Coordinator daily to update on any issues
- Monitor system pressures on wells, flow lines, gas and oil sales, shipping lines, and saltwater transfer lines
- Run daily pumper routes, monitor tank levels, maintain equipment and good housekeeping practices on all well sites and company owned property
- Provide field wide contact with all personnel in the event of emergency or other significant occurrences
- Monitor loadouts, LACT and other various means of product distribution to midstream companies
- Responsible in achieving optimal performance of pumping wells and saltwater disposal wells
- Maintain positive relationship with Local, State, and Federal representatives and surface owners
- Identify and troubleshoot well failures and perform minor repairs as needed; otherwise notify the production foreman and work with engineers on various forms of artificial lift
- Note problems and/or recommend course of actions to supervisor to decrease costs and increase production
- Monitor chemical program
- Must be self-motivated, strong ethics, ability to work with minimum supervision, have reliable attendance and demonstrate flexible cooperative behavior in the workplace.

Skills

- Demonstrates good communication and ability to develop relationships with employees and other third-party contractors
- Highly motivated and able to multi-task, plan and make decisions effectively
- Takes pride in operations and the appearance of their location, equipment, and vehicles
- Familiar with federal and state requirements related to production
- Willingness to assist or ask for assistance as needed with manager and team member duties
- Familiarity with Microsoft Excel, Word and other data entry software
- Ability to perform simple mathematics calculations, have a good mechanical aptitude, good writing skills

Qualifications

- High School Diploma, general education degree (GED)
- 1 - 2 years of knowledge/ experience in production or relevant oil & gas operations (Preferred)
- Acceptable pre-employment background, DMV, and drug & alcohol tests
- Must have an interest in gaining knowledge and an understanding of subsurface and surface equipment and operations
- Must be dependable and have ability to work overtime, if necessary

Physical Requirements

- Must live near area of company operations, or be willing to relocate
- Ability to stoop, stand, walk, pull, carry instruments, and climb stairs and ladders for extended period
- Ability to work overhead for extended periods of time
- Ability to perform fine manipulations with hands and fingers
- Capable of driving distances of 150 miles or more per day during all types of weather conditions
- Ability to one arm carry up to 25lbs. without assistance
- Regular bending, crouching, pulling and kneeling to check equipment and gauges
- Must be able to exert up to 50lbs. of force occasionally and up to 20lbs. frequently to move or manipulate objects
- Ability to work significant amounts of time as required in completing job responsibilities
- Working environment includes exposure to extremely loud noises in areas that may be under extreme pressure for which appropriate personal safety measures are required
- This job operates in a field environment and works in outside weather conditions. The employee is exposed to wet and/or humid conditions, fumes, or airborne particles, extreme cold and heat and vibration

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice Affirmative action plan/equal employer opportunity (AAP/EEO) statement: Bowline Energy is an Equal Opportunity Employer. All applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.