



INSPECTOR, OIL AND GAS

CHARACTERISTICS OF WORK:

This is inspectional work in oil and gas fields to ensure compliance with the rules and regulations of the State Oil and Gas Board. This work is carried out under general supervision in an assigned area. The work is reviewed by the field director or by a designated authority for conformance with established procedures, policies, rules, and regulations. Incumbents generally train subordinate Inspectors in the performance of their duties and are responsible for seeing that subordinates assigned become thoroughly familiar with the policies, rules, and regulations established by the department. Work is performed under general administrative supervision.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Three (3) years of experience in oil and gas field production work, such as conservation inspector, driller, driller's helper, roustabout, helper on oil well cementing crew, gauger, or pumper, one (1) year of which must have been as a driller or in a comparable supervisory position.

Substitution Statement:

Any equivalent combination of education and experience, substituting one (1) successfully completed year of college education for one (1) year of work experience, with a maximum substitution for two (2) years, except there shall be no substitution for the one (1) year of experience as a driller or in a comparable supervisory position.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger; handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Inspection: Inspects oil and gas fields to ensure compliance with applicable laws, rules, and regulations.

Inspects the locations of wells to ensure that they have been located properly. Inspects installations of blowout preventers and tests these for proper operation. Inspects for and corrects any possible fire hazard.

Compliance: Ensures compliance of the State Oil and Gas Board policies, procedures, rules, and regulations and safety procedures.

Ensures that straight-hole tests are performed at predetermined intervals on all wells in assigned area. Ensures procedures are followed concerning well operations. Ensures that proper cementing operations are performed on well castings. Ensures that all safety regulations are followed and all work is performed properly.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Ensures that all proper tests are performed and procedures followed concerning well operations.
2. Ensures that all safety regulations are followed and all work is performed properly through the inspection of all operations and the training of subordinate Inspectors.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Inspects the locations of wells to ensure that they have been located properly.

Ensures that straight-hole tests are performed at predetermined intervals on all wells in assigned area.

Ensures that proper cementing operations are performed on well castings.

Ensures that logs are kept on all wells in the area in conformity with conservation regulations and that the information has been filed with the State Oil and Gas Board.

Ensures that valid permits have been issued for any and all operations.

Ensures that gas is not flared in violation of sound conservation practices.

Inspects installations of blowout preventers and tests these for proper operation.

Inspects for and corrects any possible fire hazard.

Ensures prevention of stream or water pollution by oil wells or chemical products.

Trains subordinate Inspectors in their duties and instructs them in the application of the rules and regulations issued by the State Oil and Gas Board.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.