

OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
UNCLASSIFIED POSITION VACANCY ANNOUNCEMENT

To **apply**, submit a resume, cover letter with contact information, and a copy of your most recent evaluation if applicable to the **OKLAHOMA CORPORATION COMMISSION**, P.O. Box 52000, Oklahoma City, OK 73152-2000, or email to HR3@occemail.com or fax to 405.521.6045 prior to the closing date and time specified below. If you need assistance for an interview, please call 405.521.3596.

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ANNOUNCEMENT NUMBER: **2017-93/LDM** OCC PIN NUMBER(S): **18500258** NO OF VACANCIES: **1**

JOB TITLE: **MANAGER, FIELD OPERATIONS** CODE: **4993** PAY BAND: **U** SALARY RANGE: **\$65,000 – \$72,000**

POSTING DATE & TIME: **May 11, 2017** **8:00 a.m.**

CLOSING DATE & TIME: **May 25, 2017** **4:30 p.m.**

FLSA LISTING: EXEMPT **X** NON-EXEMPT EEOC: **Protective Services**

IMMEDIATE SUPERVISOR: **Tim Baker, Director**

LOCATION OF WORK: **Oil & Gas Conservation Division, Jim Thorpe Building Oklahoma City**

MINIMUM QUALIFICATIONS:

Statutory Requirements: 52 OS 149 (3) Supp 1999: "Shall be a graduate of an accredited college or university with a Bachelor of Science Degree in petroleum, civil or mechanical engineering, geology, environmental science or a related field and at least five (5) years practical or regulatory experience in the production of oil and gas, three (3) years of which must have been in an administrative or supervisory capacity or an equivalent combination of education and experience, substituting one (1) additional year of qualifying experience for each year of the required degree. Note: No substitution will be allowed for the three (3) years in a supervisory or administrative capacity.

*Special Requirements: Applicants must be willing and able to fulfill all job-related travel normally associated with this position.

TYPICAL FUNCTIONS:

- Directs and coordinates the activities of district offices in major programs to protect the environment and enforce state and federal laws and the rules of the Commission involving oil and gas operations; sets performance standards for each district and evaluates employee and district performance; directs, coordinates and develops training programs for field staff to enhance efficiency and effectiveness.
- Directs and coordinates engineering studies and reports concerning environmental protection, oil and gas drilling, production, testing and plugging operations; reviews and interprets complex engineering, geological and technical data, and professional reports submitted by representatives of the petroleum industry, federal, state and municipal governments, and private consultants and individuals; recommends and ensures corrective action.
- Directs and coordinates investigations of complaints involving past, current and/or potential pollution and other violations of state and federal laws and rules of the Commission; directs and coordinates between district offices and state and federal agencies in the detection, elimination and control of environmental and public safety hazards; review and interpret findings, ensures proper corrective actions and procedures; recommends prosecution and fine amounts; provides expert testimony in Commission hearings.
- Ensures proper and uniform interpretation of state, federal and Commission rules, statutes and policies; formulates policies, guidelines and operating procedures, and prepares for legislative consideration proposals and rules relevant to field operation activities and responsibilities; ensures proper development and implantation of management reporting systems.
- Consults and coordinates with federal, state and local officials, professional groups and other interested parties on environmental and other enforcement matters; provides professional assistance in complex environmental and industry problems, coordinates necessary abatement, prevention and reclamation procedures.
- Directs and coordinates the collection, accounting and deposit of service fees and fines collected in field operations; approves the disbursement of state funds for travel, contractual obligations, equipment purchases, rental, and various environmental protection and reclamation expenses.
- Performs related work as required and assigned.

APPLICANT SOURCE: OCC ONLY

AN EQUAL OPPORTUNITY EMPLOYER