

ASSOCIATE PETROLEUM ENGINEER

DEFINITION: Under general supervision, performs beginning level petroleum engineering work of a non-technical routine nature; performs a planned progression of the duties and responsibilities described at the next higher level; duties assigned are to familiarize incumbents with the more difficult scientific work of petroleum engineering; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Carries out assignments in accordance with detailed instructions and established programmatic activities; assists upper level management and/or scientific staff in the recovery, production, conservation, storage, inspection and protection of the Nation's petroleum and oil resources and reserves; applies day-to-day academic theories of petroleum engineering.

Work assignments involve minor routine phases of much larger projects involving the development of economic information on the Nation's unexplored and existing oil and gas deposits; follows prescribed supervisory direction in conducting exploratory research; adheres to close supervisory guidance in determining fair market value; forwards recommendation to upper level management and/or scientific staff for review and approval; provides preliminary review of production proposals and/or applications requesting for oil and gas exploration on leased lands; pursues supervisory approval on designated location for drilling, extending time and terminating agreements; prepares comments and recommendations for supervisory review.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the concepts and principles of petroleum engineering.

Knowledge of basic economic and accounting principles and practices.

Knowledge of computer hardware, software and peripherals.

Knowledge of economic forecasting measures and methods.

Skill in establishing and maintaining effective working relationships.

Ability to apply academic theory and basic principles of petroleum engineering, economic, and accounting.

Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires occasional field work carrying 50 pounds of inspection, testing and protective apparatus equipment over rough terrain in all weather conditions with potential exposure to toxic fumes, chemicals and gases.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Petroleum Engineering or in a related field of academic discipline. Specialized experience in petroleum engineering is not a requirement; this is an entry-level position with no requirement for prior experience.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.