



**OHIO
NATURAL
ENERGY**
INSTITUTE

NATURAL GAS & OIL CAREERS

CAREER DESCRIPTIONS



For more information about these career opportunities,
visit OhioNaturalEnergy.org/IndustryCareers

OhioNaturalEnergy.org



ESSENTIAL OHIO ENERGY



NATURAL GAS & OIL

www.EssentialOhioEnergy.com



CAREER OPPORTUNITIES

Administrative/ Executive Assistant
Attorney
Automation Technician
Business Analyst
Business Development
Chemical Engineer/ Chemist
Chief Financial Officer
Civil Engineer
Community Relations
Completions Engineer
Completions Superintendent/ Supervisor
Construction Coordinator
Construction Technician
Controller
Data Analyst
Derrickhand
Development Advisor
Diesel Mechanic
Division Order Analyst
Drilling Engineer
Drilling Superintendent/ Supervisor
Drilling Technician
Electrical Engineer
Electronic Technician
Engineering Technician
Environmental Engineer
Environmental, Health, & Safety Advisor
Environmental, Health, & Safety Field Coordinator
Equipment Operator
Facility Engineer
Facility Operator
Field Engineer (Cased-Hole or Wireline)
Financial Analyst
Floorhand
Geologist
Geophysicist
Geoscience Technician
Government Affairs
Human Resources Director
Instrumentation & Electrical (I&E) Technician

JIB Accountant
Land Lease and Rental Analyst
Land Lease Coordinator
Land Lease Records Coordinator
Land Mapping Technician
Landman (Land Lease Negotiator)
Landowner Relations
Lease Operator (Well Tender/ Pumper)
Maintenance/ Mechanical Technician
Mechanical Engineer
Mud Engineer
Mud Logger
MWD Engineer (Measurement While Drilling)
Natural Gas Balancing Analyst
Natural Gas Buyer
Natural Gas Risk Analyst
Natural Gas Sales Representative
Natural Gas Scheduler
Natural Gas Trader
Office Coordinator
Petroleum Engineer
Plant Coordinator
Process Technician
Procurement Manager
Production Assistant
Production Engineer
Production Technician
Public Affairs
Regulatory Analyst
Reservoir Engineer
Revenue Accountant
Roustabout
Surveyor
Technical Services Maintenance Coordinator
Truck Driver (CDL)
Water System Engineer
Weather Forecaster
Welder
Welder Helper
Workover/ Service Rig Supervisor

**For more information about these career opportunities,
visit OhioNaturalEnergy.org/IndustryCareers**

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>ADMINISTRATIVE/ EXECUTIVE ASSISTANT Administrative/ Executive Assistants perform a wide variety of important administrative tasks such as managing information between departments, acting as a point of contact for visitors and providing organizational support in general. They could assist in sales, operations, administration, human resources, and might even help manage company meetings and events as needed. These Assistants may also work with many other important personnel such as Division Order Analysts to help them set-up and maintain Well Division Interest files, or with a Land Department to help organize Lease Records. <i>(Also see Office Coordinator)</i></p>	<p>Minimum High School Diploma. Certificate or Associate Degree in Business Administration or Office Management.</p>
	<p>ATTORNEY Attorneys in the natural gas and crude oil industry are involved in a wide range of legal services. They provide legal guidance to the executive staff on all matters that affect a company, organization or agency. Energy Attorneys help manage environmental and regulatory compliance, risk management, contracts, lease and mineral right negotiations, as well as many other areas to ensure compliance with all current laws. They may also be involved in litigation or settlements in potential lawsuits. Many attorneys specialize in a specific area of expertise.</p>	<p>Juris Doctorate Degree (also known as a JD Degree or Law Degree) along with a specific State Bar License. It may take seven years or more to complete your education, and many aspiring Attorneys will begin in an apprenticeship program, called a clerkship, and work under the guidance of an established attorney or law firm.</p>
	<p>AUTOMATION TECHNICIAN Automation Technicians help develop and design electronic equipment systems using “SCADA” (Supervisory Control and Data Acquisition) and “PLCs” (Programmable Logic Controls). These can be found in equipment like valves, metering devices and much more. They help control and communicate all kinds of information about natural gas and crude oil flowing from the wellhead into storage tanks or pipelines.</p>	<p>High School Diploma, Certificate or Associate Degree. Apprenticeship opportunities may also be available.</p>
	<p>BUSINESS ANALYST Business Analysts helps a company implement technology solutions in a cost-effective way by determining the requirements of a project or program, and communicates them clearly to Stakeholders, Facilitators and Partners. They help design, document and maintain system processes and perform a variety of quality and security assurances.</p>	<p>Bachelor Degree in Business Administration, Finance, Logistics or Supply Chain Management, and many companies will require a minimum of two or more years of applicable experience.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>BUSINESS DEVELOPMENT Business Development representatives identify, evaluate and implement business opportunities that optimize their company's assets and systems. They develop strategies for new lease acquisitions, assist with multi-year business plans and establish effective networks with customers, suppliers, local officials and other industry contacts.</p>	<p>Bachelor Degree in Business Administration, Finance, Logistics or Supply Chain Management, and many companies will require a minimum of two or more years of applicable experience.</p>
	<p>CHEMICAL ENGINEER / CHEMIST Chemical Engineers and Chemists separate the hundreds of molecular compounds contained in crude oil and natural gas using a variety of fractional distillation processes. By-products from one process are often integral to another. They play an important role in developing new technologies that enhance fuel efficiency, improve medical products (such as artificial hearts, prosthetics and pharmaceuticals), and help generate many other products like ethane, which is used to create ethylene, a component of many consumer polymer products. Chemical Engineers may also work with Petroleum Engineers to develop chemicals and chemical processes to improve drilling efficiency, well stimulation, or to develop products used to reduce corrosion to pipelines.</p>	<p>Bachelor Degree in Chemical Engineering or Chemistry.</p>
	<p>CHIEF FINANCIAL OFFICER Chief Financial Officers have the overall responsibility for executing the financial strategy of a company. They oversee and manage financial controls and accounting procedures, and provide advice on how to increase revenue and reduce overall business costs. They are responsible for profit/ loss statements, budget preparation, short and long term strategic planning, and coordination of all tax documentation. They usually report directly to the president, chief executive officer or board of directors.</p>	<p>Bachelor or Master Degree in Finance/Accounting or Business Administration. May be required to be a Certified Public Accountant (CPA).</p>
	<p>CIVIL ENGINEER Civil Engineers design plans for well sites and production sites. Site development may include earthwork, environmental controls, infrastructure for storage, compressors, and pipelines. They also work with Construction Coordinators, Construction Technicians, governmental officials and others to ensure plans meet any regulatory requirements.</p>	<p>Bachelor Degree in Civil Engineering.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>COMMUNITY RELATIONS Community Relations work for private companies, non-profit organizations or even government agencies to manage their public relations programs. They might organize special events, write and edit news releases and also help manage friendly contacts with businesses, communities and government officials.</p>	<p>Bachelor Degree in Communications or Public Relations.</p>
	<p>COMPLETIONS ENGINEER Completions Engineer (a specialized Petroleum Engineer) works to complete the well which includes well stimulation (also known as hydraulic fracturing) and the installation oversight of pressure control techniques.</p>	<p>Bachelor Degree in Petroleum Engineering.</p>
	<p>COMPLETIONS SUPERINTENDENT/ SUPERVISOR Completions Superintendents/ Supervisors ensure that all well stimulation operations (hydraulic fracturing) are completed according to carefully engineered plans. They will work with the Workover/ Service Rig Supervisors to install production equipment such as tubing, down hole pumps, well heads, and special valves. <i>(Also see Drilling Superintendent/ Supervisor)</i></p>	<p>High School Diploma and experience as a Derrickhand or Floorhand. Multiple years of experience will be required. Additional Educational Opportunities: Associate or Bachelor Degree in Petroleum Engineering.</p>
	<p>CONSTRUCTION COORDINATOR Construction Coordinators need to read blueprints and other drawings to ensure any applicable construction is completed according to specific designs, and that it meets any applicable federal, state or local laws. Once a well is drilled, they may also oversee the construction and placement of production equipment such as storage tanks, gas compressors and pipelines.</p>	<p>Associate or Bachelor Degree. Apprenticeship opportunities may also be available.</p>
	<p>CONSTRUCTION TECHNICIAN Construction Technicians assist Construction Coordinators by performing specific inspections, reviewing site surveys and building plans. They also work in conjunction with other contractors who have a specialty in excavating, concrete installation, electrical installation or even carpentry.</p>	<p>High School Diploma. May be required to have an Associate or Bachelor Degree. Apprenticeship opportunities may also be available.</p>


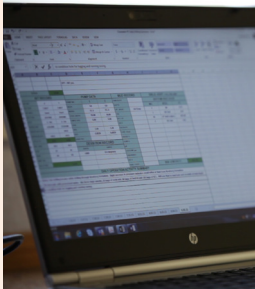



PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>CONTROLLER Controllers are responsible for accounting operations of a company which includes the production of periodic financial reports, the maintenance of accounting records, and establishment of a comprehensive set of controls and budgets that complies with accepted accounting principles and standards. They may also work directly with the Chief Financial Officer.</p>	<p>Bachelor or Master Degree in Finance/Accounting or Business Administration. May be required to be a Certified Public Accountant (CPA).</p>
	<p>DATA ANALYST Data Analysts interpret data using statistical techniques and provides ongoing reports. They may also help develop and implement databases, data collection systems, data analytics and other strategies that help optimize statistical efficiency and quality. They may also acquire data from other primary or secondary data sources and maintain those data systems, or use them for additional statistical analysis.</p>	<p>Bachelor Degree in Business Administration, Finance, Logistics or Supply Chain Management, and many companies will require a minimum of two or more years of applicable experience.</p>
	<p>DERRICKHAND Derrickhands are an important part of a drilling or service rig crew. They are needed to help drill new wells that bring crude oil and natural gas out of the ground. Derrickhands are responsible for “rigging up” and “rigging down” which is the process of setting up and connecting all the different pieces of equipment on a drilling or service rig. They also move large pieces of pipe and drilling equipment utilizing a variety of specialized tools.</p>	<p>High School Diploma. Short Term Certificate Level Classes specific to drilling and service rig operations may also be required.</p>
	<p>DEVELOPMENT ADVISOR Development Advisors assess any necessary company operations to ensure that employees are properly trained and prepared for their jobs. They may also assist employees through transitions such as a promotion or a change in job duties. Development Advisors will also work with the Human Resources Director and EHS Advisors.</p>	<p>Bachelor Degree in Human Resources or Business Management.</p>
	<p>DIESEL MECHANIC Diesel Mechanics ensure that equipment runs safely and efficiently. They perform a wide range of duties from routine maintenance to advanced repair operations. They may utilize computers and work with small and heavy equipment drive train components, electrical and hydraulic systems.</p>	<p>Certificate or Associate Degree in Diesel Mechanics.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>DIVISION ORDER ANALYST Division Order Analyst will analyze the leases and prepare division orders that dictate how royalty payments are to be disbursed based on ownership. They will request disbursements based on production reports, well expenses and contracts, and may work directly with royalty owners to resolve any issues or concerns. Division Order Analysts will also work with the Accounting Department.</p>	<p>Associate or Bachelor Degree. Multiple years of experience in Land, Business Administration or Accounting may be preferred.</p>
	<p>DRILLING ENGINEER Drilling Engineers (a specialized Petroleum Engineer) work with information provided by a Geologist and other specialists to determine the best techniques to drill a well. Drilling Engineers will assess additional factors such as equipment, methods and costs needed to safely complete the drilling process. <i>(Also see Petroleum Engineer)</i></p>	<p>Bachelor Degree in Petroleum Engineering.</p>
	<p>DRILLING SUPERINTENDENT/ SUPERVISOR Drilling Superintendents/ Supervisors are needed to ensure that all workers are informed, organized and constantly communicating to ensure that the well is drilled and completed correctly. Their role can include overseeing movement of drilling and completions equipment, working with different engineers to solve problems and to manage crews that perform a variety of tasks which include the actual drilling, well logging, pipe cementing and hydraulic fracturing. <i>(Also see Completions Superintendent/ Supervisor)</i></p>	<p>High School Diploma, and experience as a Derrickhand or Floorhand can provide a great pathway. Multiple years of experience will be required. Additional Educational Opportunities: Associate or Bachelor Degree in Petroleum Engineering.</p>
	<p>DRILLING TECHNICIAN Drilling Technicians often assist the Mud Engineers and MWD Engineers throughout the entire drilling process of a natural gas and crude oil well.</p>	<p>High School Diploma. Additional Educational Opportunities: Associate Degree in Engineering.</p>
	<p>ELECTRICAL ENGINEER Electrical Engineers develop, design, evaluate and maintain electric systems and equipment. This can include power systems for lights, motors, pumps, valves, compressors, winches, computers and other equipment.</p>	<p>Bachelor Degree in Electrical Engineering.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>ELECTRONIC TECHNICIAN Electronic Technicians work with Equipment Operators and Plant Managers to test, diagnose, calibrate and repair equipment. They also install new instruments, electric motors, pumps, compressors and other electronics that are found in a wide range of locations such as a well pad, compressor station, refinery or processing facility. <i>(Also see Instrumentation and Electrical (I&E) Technician)</i></p>	<p>High School Diploma, Certificate or Associate Degree. Apprenticeship opportunities may also be available.</p>
	<p>ENGINEERING TECHNICIAN Engineering Technicians assist engineers with technical tasks like testing equipment, conducting research and compiling data.</p>	<p>Certificate or Associate Degree.</p>
	<p>ENGINEERS There are many different types of Engineers used in the natural gas and crude oil industry. A Petroleum Engineer is responsible for creating plans that allow workers to construct and stimulate (or hydraulically fracture) wells to safely bring oil and gas out of the ground. A Civil or Mechanical Engineer will design the well pads and equipment necessary to produce, store and transport the product. The Water System Engineer will create facilities for the management of water associated with drilling and production operations. An Environmental Engineer works to ensure the process occurs safely and efficiently. A Chemical Engineer will transform the oil and gas molecules into a variety of petro-chemical products we use every day. And finally, Facility and Electrical Engineers design and build refineries, processing facilities, factories and machinery necessary to produce those products. <i>(Also see Petroleum, Civil, Mechanical, Water System, Environmental, Chemical, Facility and Electrical Engineers)</i></p>	<p>Associate or Bachelor Degree in Engineering. Most Engineers will specialize in a specific area of expertise.</p>
	<p>ENVIRONMENTAL ENGINEER Environmental Engineers develop, design, and implement plans for drilling, production, pipelines, and processing or refining sites. They may work with other Engineers, EHS professionals and government inspectors to ensure sites are in compliance with any local, state and federal environmental rules and regulations.</p>	<p>Bachelor Degree in Environmental Engineering.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>ENVIRONMENTAL, HEALTH, & SAFETY ADVISOR Environmental, Health, and Safety (EHS) Advisors are responsible for keeping their co-workers and contractors safe and healthy on the jobsite. They research, develop and implement specialized training and planning throughout all areas of operations. EHS Advisors ensure that the company's operations incorporate the highest safety standards with well-established response procedures to deal with any potential emergency. Their goal is to ensure that personnel and equipment operate in the safest and most efficient manner all while minimizing any environmental impact. They visit job sites to perform tests and conduct audits to ensure industry standards are maintained and to make sure the operations are in compliance with all local, state and federal environmental, health and safety regulations.</p>	<p>Bachelor Degree in an Environmental, Health and Safety (EHS) related field. Certified Safety Professional (CSP). Multiple years of related safety experience will be required.</p>
	<p>ENVIRONMENTAL, HEALTH, & SAFETY FIELD COORDINATOR Environmental, Health, and Safety (EHS) Field Coordinators are responsible for keeping their co-workers and contractors safe and healthy on the jobsite, and often assist EHS Advisors. They visit job sites to perform tests and conduct audits to ensure industry standards are maintained and to make sure the operations are in compliance with all local, state and federal environmental, health and safety regulations.</p>	<p>Associate or Bachelor Degree in an Environmental, Health and Safety (EHS) related field.</p>
	<p>EQUIPMENT OPERATOR Equipment Operators perform inspections, make minor repairs, monitor gauges, and often estimate what equipment or materials may be needed to complete a given job. They operate commonly known machines like bulldozers, backhoes, excavators and fork lifts. Equipment Operators may also use specialized equipment like pump or blending trucks, cranes, coiled tubing or logging tools.</p>	<p>High School Diploma. A Commercial Drivers License (CDL) may be required.</p>
	<p>FACILITY ENGINEER Facility Engineers plan and design pipelines, compression and/or natural gas processing facilities. They can supervise contractors, and may work with Civil Engineers during the construction phase for new facilities. Other responsibilities can include working with Facility Operators, Plant Coordinators and Process Technicians to ensure equipment and processes are running safely and efficiently.</p>	<p>Bachelor Degree in Engineering. Chemical, Electrical or Mechanical Engineering may be preferred. Multiple years of experience will be required.</p>


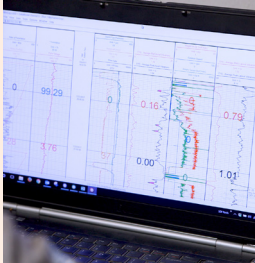


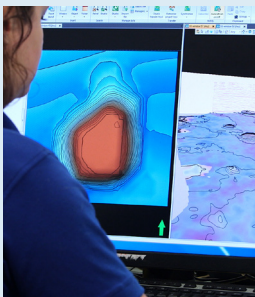
PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>FACILITY OPERATOR Facility Operators oversee natural gas plants, processing and refining operations. Responsibilities may include operating natural gas or liquid pipeline and/or compressor stations. They provide daily checks and basic maintenance of equipment. They also monitor gauges, valves and alarm systems using computers and in some cases closed circuit screens.</p>	<p>Certificate, Associate Degree or Bachelor Degree. Multiple years of related experience may be required.</p>
	<p>FIELD ENGINEER (CASED-HOLE OR WIRELINE) Field Engineers (often referred to as Cased-hole or Wireline Engineers), use electronic imaging tools, such as a well log, to analyze the oil and gas producing rock formations. Some Field Engineers monitor other drilling procedures such as pipe cementing, and may also supervise the perforation of the pipe so that the oil and gas can flow from the rock formation into the well.</p>	<p>Associate or Bachelor Degree in Geology or Petroleum Engineering.</p>
	<p>FINANCIAL ANALYST Financial Analysts consolidate and analyze financial data by taking into account a specific company's goals and financial standing. They provide creative alternatives and recommendations to reduce costs and improve financial performance. They may also be responsible for assembling and summarizing data to create sophisticated reports on financial status and potential risks. They assist in providing information useful in developing budgets for perhaps future drilling or pipeline projects.</p>	<p>Bachelor Degree in Business Administration, Finance, Logistics or Supply Chain Management, and many companies will require a minimum of two or more years of applicable experience.</p>
	<p>FLOORHAND Floorhands are an important part of a drilling or service rig crew. They are responsible for a wide range of duties that include preparing equipment for drilling operations, keeping the equipment in clean and good working condition, and performing a variety of tasks essential to the safe drilling and production of crude oil and natural gas.</p>	<p>High School Diploma. Short Term Certificate Level Classes Specific to Drilling and Service Rig Operations may also be required.</p>
	<p>GEOLOGIST Geologists create detailed records, also known as well logs, using specialized equipment and data recordings captured during and after a well has been drilled. They also analyze rock cuttings and core samples to find out more about the hydrocarbons, and the porosity and permeability of the geological rock formations. Geologists often help determine the best possible location to drill for oil and gas.</p>	<p>Bachelor or Master Degree in Geology or Petroleum Geology.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>GEOPHYSICIST Geophysicist study the earth using gravity, magnetic and seismic methods in order to identify specific rock formations that have the potential to contain crude oil and natural gas. They may create 2D, 3D or even 4D maps and models of many geological rock formations. They help create fascinating images to map what we cannot see below the surface, which will then be used to predict the most effective and efficient drilling locations.</p>	<p>Bachelor or Master Degree in Geophysics.</p>
	<p>GEOSCIENCE TECHNICIAN Geoscience Technicians may monitor the drilling of wells and report on the characteristics of rocks and terrain, and may also collect samples for laboratory analysis. In the lab, geoscience technicians may record and report on the results of resource analysis, and some geoscience technicians may also assist in developing and digitizing subsurface maps.</p>	<p>Associate Degree in Geoscience or Geology.</p>
	<p>GOVERNMENT AFFAIRS A Government Affairs Manager is a specialist that coordinates legislative efforts by working with members of congress and other state and local elected officials. They also study any proposed legislation to determine potential positive or negative impacts on their company, industry or agency. The Governmental Affairs Manager further assists in meeting legislative goals by helping to create or change public policy, laws or regulations. As part of their jobs, they will also perform research, manage internal and external communication and maintain relationships with various media outlets.</p>	<p>Bachelor Degree in Political Science, Governmental Affairs or Law.</p>
	<p>HUMAN RESOURCES DIRECTOR Human Resources Director creates and implements employee policies to help increase employees' and company job satisfaction. They may also establish a list of procedures and practices regarding the hiring of new employees and management of existing staff. They communicate with employees about compensation, benefits and other facets of their employment, and often respond to questions or complaints from employees. The Human Resources Director also works with the management team to ensure that a company is compliant with all federal, state and local labor laws and payroll related tax regulations. They may also work with Development Advisors.</p>	<p>Bachelor Degree in Human Resources.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>INSTRUMENTATION AND ELECTRICAL (I&E) TECHNICIAN Instrumental and Electrical (“I&E”)Technicians work with Equipment Operators and Plant Managers to test, diagnose, calibrate and repair equipment. They also install new instruments, electric motors, pumps, compressors and other electronics that are found in a wide range of locations such as a well pad, compressor station, refinery or processing facility. <i>(Also see Electronic Technician)</i></p>	<p>Certificate or Associate Degree. Apprenticeship opportunities may also be available.</p>
	<p>JIB ACCOUNTANT JIB Accountants (Joint Interest Billing) prepare joint interest billing statements which divides the revenues and expenses from an oil and gas project among its partners according to their standing agreement. JIB Accountants are also responsible for keeping all involved parties up to date, and often inform them of any expenditures. They may work directly with the Chief Financial Officer, Controller, Revenue Accountant and the Land Department.</p>	<p>Bachelor or Master Degree in Finance/Accounting or Business Administration. May be required to be a Certified Public Accountant (CPA).</p>
	<p>LAND LEASE AND RENTAL ANALYST Land Lease and Rental Analysts maintain all lease records, and establish rental payment schedules to ensure that they are made in a timely manner. They may also work with a Land Lease Records Coordinator to maintain lease records of all well locations, contracts, lease expiration dates and other necessary operational records.</p>	<p>Bachelor Degree in Business Administration, Accounting or Land Management may be preferred.</p>
	<p>LAND LEASE COORDINATOR Land Lease Coordinators often assist Landman (or Land Negotiators) with lease negotiations and may perform a wide range of administrative tasks such as title work and communicating with landowners and a variety of different agencies.</p>	<p>Associate or Bachelor Degree. Experience in Land Management may be preferred.</p>
	<p>LAND LEASE RECORDS COORDINATOR Land Lease Records Coordinators maintain all lease records of all well locations, contracts, lease expiration dates and other necessary operational records.</p>	<p>High School Diploma. Short Term Certificate Level Classes in Office Management. Associate Degree in Land Management may be preferred.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>LAND MAPPING TECHNICIAN Land Mapping Technicians work directly with Surveyors. They help review maps, deeds and other legal documents to help determine property lines prior to any oil and gas activity. Land Mapping Technicians may assist with highly technical and skilled equipment including GPS, sophisticated computer technology, UAVs or drones and other aerial equipment.</p>	Associate Degree.
	<p>LANDMAN (LAND LEASE NEGOTIATOR) Landman (or Land Negotiators) work with private owners, governmental officials or other companies to obtain oil and gas leases for potential mineral development. They research and provide documentation of leases, rights-of-way, joint ventures and other types of oil and gas agreements. The Landman also prepares and executes specialized lease documents, and may work as part of the geological development team for a specific location. The Landman is also responsible for making sure that the company complies with all title laws and environmental regulations or restrictions.</p>	Associate or Bachelor Degree. Experience in Oil and Gas Land Management may be preferred.
	<p>LANDOWNER RELATIONS Landowner Relations works directly with local landowners, communities or citizen’s groups on issues specifically related to the oil and gas operations for an individual company. They may accomplish this on an individual basis with a single landowner, through landowner groups, town hall meetings and other organized forums. Landowner Relations often need to explain technical terminology and the entire process of developing potential oil and gas minerals.</p>	Bachelor Degree in Communications, Public Relations, Governmental Affairs or Land Management.
	<p>LEASE OPERATOR (WELL TENDER/ PUMPER) Lease Operators (or Well Tenders/ Pumpers) are responsible for ensuring that producing oil and gas wells operate safely, efficiently and effectively. They travel to well locations on a consistent schedule and check tanks, meters, pipelines and production equipment. Lease Operators will also assist in keeping well production records, and are required to have basic or advanced mechanical knowledge.</p>	Certificate or Associate Degree Specific to Oil and Gas Operations. Company typically provides training.
	<p>MAINTENANCE/ MECHANICAL TECHNICIAN Maintenance / Mechanical Technicians install, maintain and troubleshoot a wide range of mechanical equipment including pumps, compressors, valves, and other specialized apparatus. They may work in the field, at production facilities, and/or a processing or refining facility.</p>	Certificate or Associate Degree in Maintenance / Mechanical Technology. Apprenticeship opportunities may also be available.

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>MECHANICAL ENGINEER Mechanical Engineers provide a wide variety of engineering services within the natural gas and crude oil industry. They may assist in designing drilling and production equipment, and also work Electrical and Chemical Engineers to refine processes for production sites, product transportation and product refining.</p>	<p>Bachelor Degree in Mechanical Engineering.</p>
	<p>MUD ENGINEER Mud Engineers evaluate, formulate, and calibrate the drilling mud mixtures to lubricate the drill bit.</p>	<p>Bachelor Degree in Engineering (Chemical or Petroleum Engineering). Multiple years of experience will be required.</p>
	<p>MUD LOGGER Mud Loggers work in conjunction with Geologists to evaluate rock cuttings while a well is being drilled. They use sophisticated microscopes and other technology to create well logs that will be used to determine placement of casing pipe and perforations before the well is stimulated.</p>	<p>Bachelor Degree in Geoscience/ Geology. Multiple years of experience may be preferred.</p>
	<p>MWD ENGINEER (MEASUREMENT WHILE DRILLING) MWD Engineers use highly technical and sophisticated tools and equipment to ensure the well is drilled into the target geological formation. They will record precise measurements and other data to ensure the drill bit stays on target.</p>	<p>Associate or Bachelor Degree in Engineering. Multiple years of experience will be required.</p>
	<p>NATURAL GAS BALANCING ANALYST Natural Gas Balancing Analysts are responsible for reviewing the total amount of natural gas that was produced and sold, and the transportation cost of getting the natural gas to market. They also prepare monthly gas balancing statements for wells and distribute statements to working interest owners.</p>	<p>Bachelor Degree in Math, Statistics, Computer Science, Information Management, Finance or Economics. Multiple years of Natural Gas Marketing experience may be preferred.</p>
	<p>NATURAL GAS BUYER Natural Gas Buyer works diligently to market and sell the natural gas as soon as it's available from a producing well. They have to work very closely with a variety of people involved with gathering the natural gas from the well, and those responsible for transporting it through pipelines and processing the natural gas for many useful purposes.</p>	<p>Bachelor Degree in Marketing, Finance, and/or Economics. Multiple years of Natural Gas Marketing experience may be preferred.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>NATURAL GAS RISK ANALYST Natural Gas Risk Analysts are responsible for evaluating the company's overall risk of buying and selling natural gas for the entire company. They typically possess strong financial and logistics skills.</p>	<p>Bachelor Degree in Marketing, Finance, Supply Logistics, and/or Economics. Multiple years of Natural Gas Marketing experience may be preferred.</p>
	<p>NATURAL GAS SALES REPRESENTATIVE Natural Gas Sales Representatives evaluates and negotiates natural gas contracts and performs market surveillance to identify new natural gas market opportunities both domestic and international. They also conduct ongoing economic analysis to understand the risks and viability of natural gas transactions. A Natural Gas Sales Representative may also assist in the evaluation, negotiation, and management of gas sales, gathering, transportation and processing agreements for natural gas volumes and natural gas liquids (or NGLs).</p>	<p>Bachelor Degree in Marketing, Finance, and/or Economics. Multiple years of experience in Natural Gas Marketing may be preferred.</p>
	<p>NATURAL GAS SCHEDULER Natural Gas Schedulers work closely with Natural Gas Traders, other schedulers and customers, and are accountable for tracking and nominating the receipt and delivery of the physical natural gas commodities on various pipelines and gas utility companies. The Natural Gas Scheduler is expected to possess logistics and analytical skills and have a broad knowledge of interstate pipeline tariffs.</p>	<p>Bachelor Degree in Marketing, Finance, Accounting and/or Economics. Multiple years of experience in Natural Gas Marketing may be preferred.</p>
	<p>NATURAL GAS TRADER Natural Gas Traders evaluate the supply and demand of natural gas, and make recommendations to management for short and long term opportunities as a result of their analysis. They are also responsible for developing and maintaining price models for current and future gas markets.</p>	<p>Bachelor Degree in Marketing, Finance, and/or Economics. Multiple years of experience in Natural Gas Marketing may be preferred.</p>
	<p>OFFICE COORDINATOR Office Coordinators perform a wide variety of administrative tasks such as managing information between departments, acting as a point of contact for visitors and providing organizational support in general. They can assist in sales, operations, administration, human resources, and may also manage company meetings and events as needed. They may also work with many other personnel such as Division Order Analysts to help them set-up and maintain Well Division Interest files, or with a Land Department to help maintain Lease Records. <i>(Also see Administrative/ Executive Assistant)</i></p>	<p>High School Diploma. Certificate or Associate Degree in Business Administration or Office Management.</p>



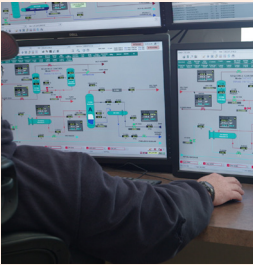

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
 	<p>PETROLEUM ENGINEER</p> <p>There are many careers associated with Petroleum Engineers including Drilling Engineer, Completions Engineer, Production Engineer or Reservoir Engineer. Drilling Engineers work with information provided by a Geologist and other specialists to determine the best techniques to drill a well. Drilling Engineers will assess additional factors such as equipment, methods and costs needed to safely complete the drilling process. Completions Engineers work to complete the well which includes well stimulation (also known as hydraulic fracturing) and the installation oversight of pressure control techniques. Production Engineers design and monitor the equipment used to get the crude oil and natural gas out of the well and into storage tanks or pipelines for marketing and distribution. If a well is not meeting expectations, they will look at alternative equipment or processes to improve the well's production. And, Reservoir Engineers evaluate the performance of individual wells, groups of wells or a well field to determine their respective life cycles. They complete their research using advanced technologies that create sophisticated models that will establish well decline curves. Reservoir Engineers utilizes this information to provide suggestions for reservoir improvement and planning for future company operations.</p> <p><i>(Also see Drilling, Completions, Production and Reservoir Engineer)</i></p>	<p>Bachelor Degree in Petroleum Engineering.</p>
	<p>PLANT COORDINATOR</p> <p>Plant Coordinators supervise operations at a natural gas compression and/or processing facility. Their responsibilities can include working with Facility Engineers, Facility Operators and Process Technicians to ensure equipment and processes are running safely and efficiently. They also maintain operations records, and coordinate maintenance and repairs as needed.</p>	<p>Bachelor or Master Degree in Engineering. Multiple years of experience in Plant Operations required.</p>
	<p>PROCESS TECHNICIAN</p> <p>Process Technicians provide plant operations assistance. This includes monitoring equipment like pumps, gauges, and valves for flow and pressures. Routine maintenance as trained. Assist with installation of pumps, motors, and valves. They may be involved in quality control documentation and recording.</p>	<p>High School Diploma. Additional Educational Opportunities: Short Term Certificate Level Training.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>PROCUREMENT MANAGER</p> <p>Procurement Managers oversee all aspects of the supply chain and notify senior management of any possible obstacles or ways to improve efficiencies. These supplies can include pipes, valves, storage tanks and other large equipment such as drilling rigs or excavating machines. They evaluate and enhance operations by researching and prospecting local, national and global contractors. They may also assist in developing and executing purchase strategies, as well as performing cost analysis and the coordination of deliveries.</p>	<p>Bachelor Degree in Business Administration, Finance, Logistics or Supply Chain Management, and many companies will require a minimum of two or more years of applicable experience.</p>
	<p>PRODUCTION ASSISTANT</p> <p>Production Assistants are responsible for all duties associated with gathering, tabulating and performing data entry of the company's oil and gas daily operations. This includes daily production, drilling and completion reports, and any other required information for all activities in an assigned area. They may update spreadsheets and electronic well files from field reports, and may also assist technical staff with special projects and research.</p>	<p>High School Diploma. Certificate or Associate Degree in Business Administration or Office Management.</p>
	<p>PRODUCTION ENGINEER</p> <p>Production Engineers (a specialized Petroleum Engineer) design and monitor the equipment used to get the crude oil and natural gas out of the well and into storage tanks or pipelines for marketing and distribution. If a well is not meeting expectations, they will look at alternative equipment or processes to improve the wells production.</p>	<p>Bachelor Degree in Petroleum Engineering.</p>
	<p>PRODUCTION TECHNICIAN</p> <p>Production Technicians work with sophisticated electronic equipment. They operate and monitor equipment to make sure it's working properly. They help solve problems and may install new equipment.</p>	<p>Certificate or Associate Degree. Apprenticeship opportunities may also be available.</p>
	<p>PUBLIC AFFAIRS</p> <p>Public Affairs Representatives are often the frontline contacts for natural gas and crude oil companies. They represent the company's interest in developing resources within specific communities or regions. Public Affairs Representatives are often the liaison between the company and community leaders, government officials, schools, and/or civic organizations. They help educate, coordinate charitable giving, and participate in other public relations activities.</p>	<p>Bachelor Degree in Communications, Public Relations or Governmental Affairs.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>REGULATORY ANALYST Regulatory Analysts help obtain federal, state and local permits needed for natural gas and crude oil operations such as drilling, completion and production. They maintain all records required by various governmental agencies, and help ensure that their company is compliant with all laws and regulations. Regulatory Analysts may also advise management of new or existing regulatory issues that affect crude oil and natural gas operations.</p>	<p>Bachelor Degree in Political Science or Law.</p>
	<p>RESERVOIR ENGINEER Reservoir Engineers (a specialized Petroleum Engineer) evaluate the performance of individual wells, groups of wells or a well field to determine their respective life cycles. They complete their research using advanced technologies that create sophisticated models that will establish well decline curves. Reservoir Engineers utilizes this information to provide suggestions for reservoir improvement and planning for future company operations.</p>	<p>Bachelor Degree in Petroleum Engineering.</p>
	<p>REVENUE ACCOUNTANT Revenue Accountants are responsible for a wide variety of duties and handles many additional financial aspects of a company. Their primary job duties include intense monitoring of accounts payable and receivable, ensuring that all monthly transactions are accurately recorded, assisting with financial analysis, updating revenue tracking sheets and the processing of royalties. They may work directly with the Chief Financial Officer, Controller, JIB Accountant and the Land Department.</p>	<p>Bachelor or Master Degree in Finance/Accounting or Business Administration. May be required to be a Certified Public Accountant (CPA).</p>
	<p>ROUSTABOUT Roustabouts do all kinds of oil field work including setting up drilling or production equipment, oil lead lines or saltwater disposal pumps. They help maintain well sites and lease roads.</p>	<p>High School Diploma. Basic mechanical knowledge of equipment and tools.</p>
	<p>SURVEYOR Surveyors review maps, deeds and other legal documents to determine property lines prior to any oil and gas activity. They use a wide range of highly technical and skilled equipment including GPS and sophisticated computer technology. Surveyors also utilize UAVs or drones and other aerial equipment to assist them. Their work provides data about the shape and size of an area for engineering, mapmaking and construction of oil and gas infrastructure, from well pads to pipelines.</p>	<p>Bachelor Degree in Surveying or Civil Engineering.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>TECHNICAL SERVICES MAINTENANCE COORDINATOR Technical Services Maintenance Coordinators provide supervision of technicians working on a variety of equipment used in producing natural gas and crude oil. They may schedule routine maintenance, maintain records of daily, weekly, or monthly machine/ mechanical repairs. Technical Services Maintenance Coordinators could also serve as company fleet coordinators for light vehicles.</p>	<p>Certificate or Associate Degree in Maintenance/ Mechanical Technology. Apprenticeship opportunities may also be available.</p>
 	<p>TECHNICIANS There are many different types of Technicians used in the natural gas and crude oil industry. Geoscience Technicians help analyze rock formations to determine where to drill a well; Engineering Technicians assist in developing oil and gas reservoirs; Construction Technicians prepare the surface for development; Drilling Technicians help to drill the wells; Automation, Instrumentation and Electrical (I&E) Technicians, and Electronic Technicians assist in operating specialized equipment; Maintenance/ Mechanical Technicians are there to repair or maintain any of the equipment or machines used by the industry. <i>(Also see Geoscience Technician, Engineering Technician, Construction Technician, Drilling Technician, Automation Technician, Instrumental and Electrical Technician, Electronic Technician, and Maintenance/ Mechanical Technician)</i></p>	<p>Certificate or Associate Degree in specific Technician Field.</p>
	<p>TRUCK DRIVER (CDL) CDL Truck Drivers are responsible for safely and efficiently transporting the equipment used, and material produced, from natural gas and crude oil wells. As a well is drilled, drivers haul all of the equipment, pipes and other material to and from well sites. Once the well is in production, a truck driver may make regular visits to the well and load crude oil, water or other materials for transport a storage, processing or refining facility. CDL Truck Drivers must follow strict safety standards.</p>	<p>Minimum High School Diploma and Commercial Drivers License (CDL). Must maintain a good driving record and meet all safety, age and experience requirements.</p>
	<p>WATER SYSTEM ENGINEER Water System Engineers develop optimal strategies and designs for water resources needed for drilling and well stimulation. They also help design management systems that allow for the recycling or reuse of wastewater in accordance with federal or state regulations.</p>	<p>Bachelor Degree in Engineering.</p>

PHOTO	JOB TITLE AND DESCRIPTION	MINIMUM EDUCATION REQUIREMENTS
	<p>WEATHER FORECASTER Weather Forecasters communicate weather predictions to natural gas traders, schedulers, buyers and sales representatives. This is an important role since natural gas consumption and prices are directly affected by weather conditions.</p>	<p>Bachelor Degree in Meteorology.</p>
	<p>WELDER Welders provide a wide variety of services related to the natural gas and crude oil industry including manufacturing, maintenance, and fabrication of drilling and well servicing equipment. They also help to build storage tanks, separators, and other production related vessels. Some welders work inside while other welders work outdoors on pipeline projects, wellhead and production pad construction.</p>	<p>Associate Degree and specific Industry related Certifications. Apprenticeship opportunities may also be available.</p>
	<p>WELDER HELPER Welder Helpers assist Welders in a variety of ways including preparation of welding tools, equipment and supplies for each job. Other responsibilities may include lifting, moving, and clamping work pieces in preparation for cutting and/or welding.</p>	<p>Specific Industry related Certificate. Apprenticeship opportunities may also be available.</p>
	<p>WORKOVER/ SERVICE RIG SUPERVISOR Workover/ Service Rig Supervisors oversee and manage all daily rig activities and operations. They are responsible for ordering supplies and equipment for the rig, and tracking hourly operational time for billing services provided. Workover/ Service Rig Supervisors maintain all maintenance records, crew training documentation, and any billable supplies used in the course of a job. They may also coordinate schedules with Completions Superintendents and other well servicing crews like wireline services, cementing services, fracturing and acidization services.</p>	<p>High School Diploma, Certificate or Associate Degree. Progressive on the job rig training. Multiple years of oil and gas field experience will be required.</p>

