



Oil and Gas Liaison Job Description Department - Administration

FLSA: Exempt
Reports To: Town Administrator

Grade:
Effective Date:

NATURE OF WORK:

Employee works under well-established guidelines to develop sufficient knowledge to independently perform and assume responsibilities. Under general supervision, will perform professional and technical work in the interpretation, enforcement and development of the Town of Erie oil and gas regulations. The incumbent will provide written comment on statutory initiatives and regulatory development associated with oil and gas facilities and operations that potentially affect the Town. The incumbent exemplifies the characteristics of a collaborative, innovative and resilient work culture and along with the leadership team, models the appropriate behavior to create and maintain a resilient work culture within the department.

The incumbent provides holistic services to the public by seeking ways to develop, implement, or integrate programs or services provided by other departments, divisions and agencies. The incumbent works in partnership with other employees, departments/divisions, agencies, regional partners and the public in delivering effective and innovative services and communications.

DUTIES AND RESPONSIBILITIES: List duties in order of importance **Oil and Gas**

- Serves as a liaison between the Colorado Oil and Gas Conservation Commission (COGCC), various state agencies, local governments, Erie Board of Trustees, and Erie residents on matters related to oil and gas exploration and production operations within the Town and adjacent to the Town's boundaries.
- Reviews and coordinates responses to the Colorado Oil and Gas Conservation Commission (COGCC) permit applications to ensure all permitted conditions and terms of oil and gas development within the Town are met. Develops recommendations regarding the advisability of issuing the permits and corresponding term of any permits issued.
- Fulfills all responsibilities of the Local Governmental Designee (LGD) for the Town as part of the Colorado Oil and Gas Conservation Commission (COGCC) review, referral and permit process.
- Steward Erie's oil and gas inspection, oversight, and monitoring programs including air quality, noise, soil gas, and site inspections. This is accomplished by using independent judgement, and in coordination with consultants as necessary, to review, interpret



Oil and Gas Liaison Job Description Department - Administration

and analyze oil and gas operators' compliance data, including applications, permits, leak detection, air quality, water and soil testing data.

- Provides recommendations related to the promulgation of legislative and regulatory requirements by independently reviewing and providing comment, interpreting potential impact(s) to the Town, determining compliance strategies and required documentation, and in some cases, writing regulatory language. The legislative and regulatory process may also require the incumbent to provide expert testimony at rulemaking or other hearings.
- Provides oil and gas related investigations, communication and correspondence as a subject matter expert to the public, Town Administration, and the Board of Trustees. Regularly attends meetings to represent Strategic Initiatives with Town Administration, Board of Trustees, COGCC, Colorado Department of Public Health and Environment (CDPHE), consultants, and oil and gas operators.

Communication

- Develops and maintains systems and processes to track and report on oil and gas activity within Erie, including well sites permitted (date, location, type, etc.), this may also include the development of processes to develop and maintain GIS data.
- Provides all information necessary to post to Town web site to keep public and other interested stakeholder informed of oil and gas activity Etc.
- Prepares a variety of reports, tabular and narrative, as required.
- Prepares staff reports and presentations for Town Administration and the Board Trustees related to Oil and Gas Facility permit applications.

Other

- Performs other related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Relevant federal, state, and local laws, rules, regulations, codes and/or statutes.; General knowledge of Geographic Information System (GIS) software programs to enable the individual to add minimal functions and use for directional and location information; Industry best practices related to all aspects of oil and gas exploration and development; Understanding and working knowledge of construction, construction sites and public infrastructure; Reclamation of sites and environmental impact issues; Oil and gas drilling operations, as well as COGCC operations; Land use planning, administration of zoning regulations,

This job description indicates in general the nature and levels of work, knowledge, skills, and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.



Oil and Gas Liaison Job Description Department - Administration

analysis of development applications for compliance with development standards, compatibility with surrounding land uses, and land use mitigation methods.

Abilities: Communicate effectively, both orally and in writing; Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; Ability to handle sensitive information and situations as well as know when to pass these on to Management.

Environmental Factors:

Work is generally performed in a standard office environment but will also involve field work. Office work will include frequent to constant use of a personal computer. Field work will involve working outdoors in all weather conditions, work near moving mechanical parts, work in high, precarious places, potential exposure to fumes or airborne particles, and risk of electrical shock. Worker must wear a hard hat and other safety equipment at construction sites. Work may involve competing demands, performing multiple tasks, working to deadlines.

Physical Factors:

While performing the duties of this job, the employee is frequently required to sit for extended periods of time and occasionally lift storage boxes of 20lbs or more. Physical aspects of field work include climbing, stooping, crawling, and a considerable amount of walking.



Oil and Gas Liaison
Job Description
Department - Administration

Reviewed By:

Date:

Print Employee Name: _____

Employee Signature: _____

Date: _____