



Petroleum Development Corporation

Job Description

Permit Agent

Critical features of this job are described under the headings below. PDC reserves the right to assign or reassign duties and responsibilities to or from this job at any time.

Job Title:	Permit Agent	Effective Date:	8/22/07
Department:	Exploration	Version No.:	1.1
Job Location:	Bridgeport, WV	Version Effective Date:	6/19/08
Reports To:	VP Land	FLSA Status:	Exempt

I. SUMMARY

A brief description that summarizes the overall purpose and objectives of the position and the results the worker is expected to accomplish.

Maintain land permits required for PDC to carry out oil & gas activities and ensure that all business activities are in compliance with federal, state and local regulations.

II. ESSENTIAL FUNCTIONS

The tasks, duties and responsibilities of the position that are most important to get the job done.

1. Obtain federal, state, and local drilling, right-of-way and other governmental permits relating to the drilling completion and production process;
2. Obtain municipal special use permits and provides testimony as needed before town planning commissions and other public forums;
3. Closely communicates with drilling and production personnel to ensure that needed permits are obtained in a timely manner;
4. Maintains all required permitting records;
5. File required governmental reports relating to the drilling/regulatory process;
6. Advise drilling/production personnel of applicable regulations that might impact activities;
7. Remain abreast of new and changing regulations that may impact drilling and/or production operations and advise management accordingly;
8. Research new federal, state, and local regulations affecting PDC's oil and gas activities;
9. Maintain direct contact with regulatory agencies to gain clarification or insight into pending regulations for processes and to obtain interpretation of current regulations;
10. Discuss regulatory issues and implementation with management;
11. Assists with the preparation and filing of all required compliance reports;
12. Monitor operating activities and advise local management regarding relevant, current, or pending regulations;
13. May represent Company before federal, state, and local regulatory agencies;
14. Coordinate as needed with outside counselors to determine relevant regulations and their ramifications.

III. KNOWLEDGE, SKILLS AND ABILITIES

The specific minimum competencies required for job performance.

1. Perform technical, specialized, complex and difficult work requiring the use of independent judgment;
2. Ability to self-motivate;
3. Interpret and implements policies, procedures and computer applications related to the department or organizational unit to which assigned;
4. Analyze and resolve problems;
5. Perform research and prepare reports and recommendations;
6. Organize own work, coordinate projects, set priorities, meet deadlines and follow up on assignments with a minimum of direction;
7. Use initiative and independent judgment within established policy and procedural guidelines;
8. Communicate effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.

IV. SUPERVISORY RESPONSIBILITIES

The scope of the person's authority, including a list of jobs that report to the incumbent.

1. This position has no supervisory responsibilities.

V. WORKING CONDITIONS

The environment in which the job is performed, especially any unique conditions outside a normal office environment.

1. Consistent with that of a normal office environment.

VI. MINIMUM QUALIFICATIONS

The minimum level of education, experience, and certifications required to perform the job.

1. College degree preferred;
2. Regulatory and Engineering experience a plus.

VII. PDC VALUES

Personal and corporate characteristics that contribute to an individual's ability to excel on the job.

1. **Integrity – We live by our word.**
We are always fair and honest, by maintaining high ethical and moral standards as we work with each other, as we conduct business and as we build relationships. We demonstrate trust, are consistent and are known for doing what we say we will do.
2. **Customer Focus – We treat all customers fairly.**
We are ever striving to exceed customer and partner expectations by understanding their requirements and providing excellent service. We recognize this starts internally through responsive service to each other and that we are ultimately held accountable to our customers.
3. **Responsibility – We depend on performance.**

We embrace our individual contribution and commitment to do what is expected of us with unconditional accountability, steadfast initiative and the highest level of efficiency and effectiveness. We practice safety, show respect for each other, and exhibit positive corporate citizenship at all times.

4. **Teamwork – We are one company.**

We team for a greater gain and depth of expertise. We will succeed beyond our individual contributions through effective teaming, respect for each other's abilities and overall support of the company's goals.

5. **Sound Growth – We will be here tomorrow.**

We possess an entrepreneurial spirit that is driven by being independent and flexible. We manage risk-taking within a conservative fiscal and operational framework to garner opportunities and ensure sustainability. We develop successful leaders and technical expertise to ensure future strong leadership in our industry.

6. **Quality – We innovate and improve.**

We start with quality in mind and are constantly improving through innovation, our ability to leverage our strengths, our resourcefulness, and by acting on lessons learned. We promote gaining knowledge, strategic thinking, and finding better ways to do things that add value in all that we do.