



# Petroleum Development Corporation

## Job Description

### *Pumper*

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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.

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<b>Job Title:</b>	Pumper	<b>Effective Date:</b>	3/20/07
<b>Department:</b>	Production	<b>Version No.:</b>	1.1
<b>Job Location:</b>	Evans, CO	<b>Version Effective Date:</b>	2/18/08
<b>Reports To:</b>	Lead Pumper	<b>FLSA Status:</b>	Non-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.

Responsible for daily operations of assigned oil and gas wells to include all processing equipment and production facilities. Works to maximize the production in assigned area.

### **II. ESSENTIAL FUNCTIONS**

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

1. Checks wells and equipment daily making normal repairs by trouble shooting situations found on site;
2. Reports problems requiring additional help or equipment to Supervisor;
3. Accurately records meter readings, pressures and production volumes for reports;
4. Gauges tank oil and water volumes and updates charts as required;
5. Notifies supervisor of any concerns or potential issues;
6. Performs job functions with concern for safety and environment;
7. Works professionally and respectfully with landowners and all others at all times while performing job;
8. Perform and assume other duties and responsibilities as may be required at the direction of the Area Supervisor.

### **III. KNOWLEDGE, SKILLS AND ABILITIES**

The specific minimum competencies required for job performance.

1. Must be computer literate to include use of laptop and related technologies;
2. Must be a self-starter. Possesses the ability to work independently with minimal supervision. Must possess the ability to safely operate an all terrain vehicle, string trimmer, gas mower, chain saw, etc;
3. Must possess the ability to operate manual tools related to well Maintenance to include, but not limited to, shovels, wrenches, rakes, maddocks, and the like;
4. Basic math skills required to calculate tank volumes and gas flow rates.

#### **IV. SUPERVISORY RESPONSIBILITIES**

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

1. There are no supervisory responsibilities associated with this position.

#### **V. WORKING CONDITIONS**

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

1. Position is 80% outside environment. Worker is subjected to weather elements and worker must be accustomed to performing tasks in potentially adverse conditions.

#### **VI. MINIMUM QUALIFICATIONS**

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

1. High School diploma;
2. Minimum of two years experience in oil and gas industry;
3. Valid CO driver's license with drivers record acceptable by PDC insurance carrier;
4. Must pass drug screening prior to employment.

#### **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.