

## Job Description

Job Title: **Operations Manager**

Level: Field Operations

Reports to: Regional Vice President

Original: January 2, 2018

FLSA Classification (US Only): Exempt

EEOC Classification (US Only): First/Mid-level Management

Last Revision: September 17, 2018

### Purpose

Responsible for the organization's operations relating to gas compression, productions, and new product technologies. Formulates and implements company operations and engineering policies and procedures to facilitate activities according to corporate standards. Responsible for a geographic section of the US and the long-range planning and profitability of the portion of the US. Typically reports to Regional Vice-President.

### Duties and Essential Functions

1. Assists in the development of the annual operating budget for assigned district and responsible for executing and maintaining the budget.
2. Responsible for ensuring that operating procedures necessary for an efficient, effective operating organization are followed throughout district.
3. Makes suggestions on corporate operations and engineering policies.
4. Directs the ongoing operations and activities in assigned district toward the accomplishment of district objectives.
5. Help define and achieve district objectives; helps develop specific short and long-range plans and programs together with supporting budget requests.
6. Assumes responsibility for decisions of specific/special problems regarding operating equipment and operations personnel.
7. Works closely to coordinate operations and customer requirements for the best company projection possible.
8. Works closely with other company managers regarding personnel policies, procedures, and budget planning and execution.
9. Assesses and ensures appropriate employee development occurs
10. Ensures operating areas are properly managed relative to safety and environmental needs/requirements.
11. Ensures operating personnel are properly trained.
12. Provides direction to direct reporting personnel.
13. Performs other duties that may, from time to time be assigned.
14. Assumes responsibility for maintaining the district annual operations budget.
15. Assumes responsibility for the operation of pipeline and compressor equipment.
16. Assumes responsibility for the operations of process plant in assigned district. ill in as a Supervisor and/or Lead Field Service Technician when needed

### HSE Essential Functions

1. Recognizes and complies with Health, Safety and Environmental rules and policies that are applicable to each location.
2. Participate fully in the Job Safety Analysis (JSA) program.
3. Participate in Behavior-Based Safety programs (BBS).

4. Report all incidents immediately to supervisor.
5. Participate fully in ARKOS's incident reporting and investigation program as well a customer's incident reporting and investigation program
6. Participate fully in site specific Emergency Action Plans.

## Job Requirements

### Education:

- Bachelor's degree from a four-year college or university preferred, or
- Vocational School or Associated Degree and associated level of training and experience

### Experience:

- 8+ years' experience with high speed and slow speed gas compression equipment
- Management experience of large multi-site organization preferably in the oil and gas service business

### Skill Requirements:

- Must be able to interact effectively with all levels within the organization.
- Superb customer service, teambuilding, interpersonal relationship skills.
- Demonstrate expertise in a variety of field concepts, practices, and procedures.
- Valid driver's license
- Read, write, speak and understand basic English
- Demonstrates sound work ethics.
- Customer service orientation
- Working knowledge of relevant HSE procedures and regulations
- Knowledge of Microsoft products; Outlook, Excel
- Possess thorough knowledge of compressor packages including all component and systems

*This position will entail other duties as assigned.*

## Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job:

- The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear.
- Specific vision abilities required by this job include close vision depth perception, and ability to focus.
- The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus tool or equipment manipulation.