



## Sentinel Peak Resources LLC

### POSITION DESCRIPTION

**TITLE:** Engineering Analyst  
**DEPARTMENT:** Business Development  
**REPORTS TO:** Business Development Manager

#### **BASIC PURPOSE OF POSITION:**

Works independently and in conjunction with Business Development Team to provide reports based on accumulated production, injection, and economic data. Supports Company to identify and facilitate processes that will improve consistency and efficiency of data flow. Initiates and develops tracking, reporting, planning and scheduling tools. Assists in period budgeting and planning, including playing a key role in mid-year and annual reserve audit.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Highly proficient in data capture and storage techniques. Able to integrate multiple source systems of raw data including Aries, OFM, accounting, state, regulatory and IHS to create informative automated and interactive displays utilizing Spotfire/Excel needed to make operational decisions that impact the enterprise.
- Responsible for maintaining and updating all corporate ARIES SQL and Access databases, and ensures all data flowing through ARIES databases is accurate.
- Utilize expert Aries knowledge to implement database structure changes and provide technical support to various end users, accumulating and analyzing data and preparing reports.
- Function as primary technician working with Corporate Reserves Engineer to help coordinate all year-end reserves work, takes sole responsibility for all ARIES work required to complete final databases.
- Participate on multi-discipline teams and mentors and trains less experienced technicians as needed to keep work flow on track.
- Develop and maintain databases as requested for Business Development.
- Work with Asset Teams as needed to acquire data for analyses or database population.
- Utilize various software and databases to compile, calculate, and report various test and production data to Business Development Team.
- Assist Company in the preparation of various reports, plans, budgets and well reviews.
- Actively assist Company in preparation of semi-annual reserves and other requests for various third parties including equity and debtholders, 3<sup>rd</sup> party reserve engineers, 3<sup>rd</sup> party accounting auditors, and government entities (EIA).

#### **POSITION SPECIFICATIONS:**

- Highly proficient with database development, maintenance, and support systems.
- Must be flexible and able to handle many projects simultaneously.
- Demonstrated strong work ethic, self-motivated, and attention to detail.
- Desire to improve personally via seeking feedback from management and associated disciplines and initiative to maintain and improve working knowledge of existing and new technologies.
- Demonstrated high aptitude for problem solving.

- Demonstrated track record of utilizing technology to enhance data flow and process improvement.
- Minimum 5 years' experience required as an engineering technician or similar position in the oil and gas industry or equivalent education Bachelors or Masters Degree and experience.
- Demonstrated expert proficiency in specialized software such as Aries, OFM, and Spotfire, etc.
- Demonstrated expert proficiency in using MS Office products (Excel, PowerPoint, and Access) and aptitude to learn new software and existing databases such as Wellview and OFM.
- Proficient in the use and understanding of California oil and gas terminology.
- Practical oilfield experience and working knowledge of California oilfield operations is a plus.
- Ability to organize work and results, keep records and prepare reports from such records.
- Possess good analytical ability to solve problems. Consistency and accuracy are critical.
- Ability to work in a fast-paced setting, process work rapidly, set priorities, work under pressure and follow through with assigned tasks with limited supervision.
- Ability to recognize when assistance is needed and willingness to ask.
- Ability to multi-task and work with multiple and eclectic proficiencies and end users.
- Ability to create relationships with other disciplines and departments within the company.
- Ability to effectively communicate through oral and written communication skills.
- Willingness to accept a work schedule with hourly demands which will vary as departmental workload fluctuations occurs.

#### **PHYSICAL REQUIREMENTS:**

Visual and manual dexterity are extremely important for this position as is mobility to walk safely in oilfields, along proposed improvement corridors, to view potentially impacted areas, and overall safely traverse irregular terrain. Visual acuity to safely drive at night and in a variety of weather conditions is required.

The job presents work hazards that are customary in upstream oil & gas production sites. Incumbent will be subject to performing sedentary to light work, exerting up to 25 pounds of force occasionally, or constantly lift, carry, push, pull or otherwise move objects, reach overhead for items, stoop, bend, and twist while working. Other physical activities include ability to utilize fingers to feel and grasp objects or work devices as needed and manual dexterity in the use of the hands, seeing, talking, hearing, performing repetitive motions and standing for long periods of time. Incumbent must be able to drive a vehicle, usually a car or light truck, and get into and out of the vehicle on a regular basis. Requirements include walking on uneven ground and over or around obstacles or structures such as pipes or low rails and walls, and up and down stairs on a regular basis.

#### **DISCLAIMER:**

The position description has been designed to indicate the general nature and level of work performed by employees within this classification. The essential duties, responsibilities and physical requirements above describe those functions that are essential to the performance of this job. The above description does not include all of the duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management.

An Equal Opportunity Employer: race, color, religion, national origin, citizenship status, sex, sexual orientation, gender identity, age, genetic information, disability, Veteran status or any other characteristic protected by federal, state or local law.