

COLT MIDSTREAM

Job Description

Title: Regulatory Coordinator

Reports to: Manager of Safety

Department: Safety and Regulatory

Exemption Status: Exempt

Location: Weatherford, TX

Primary Focus:

Coordinate and organize the scheduling, execution, and paperwork of a robust regulatory compliance program for Colt Midstream's regulated pipelines and facilities.

Key Accountabilities:

- Perform all job functions within the Safety and Environmental policies of Colt Midstream, LLC and Governmental laws and orders
- Develop a tracking, reporting, and filing system to organize all regulatory-related activities on the company SharePoint site
- Coordinate, schedule, and document regulated pipeline mowing
- Coordinate, schedule, perform and document regulated valve inspections and testing
- Coordinate and conduct field evaluations of class location changes
- Document new class changes and Type C inhabited residences in conjunction with Pipeline Systems Supervisor
- Coordinate, inspect, and document scheduled leak detections on the ground and via helicopter
- Assist Corrosion Supervisor in preparing and submitting annual PHMSA paperwork
- Work with third party to maintain and schedule reviews on Operations & Maintenance (O&M) manual and Standard Operating Procedures (SOP) updates
- Coordinate internal audits for TRRC and PHMSA audits related to any of the above matters
- Assist Public Awareness Coordinator with meetings and discussions with local responders
- Assist with line strike investigations

Physical Demands:

- While performing the duties of this Job, the employee is regularly required to stand; walk; sit; feel and reach with hands and arms; the employee is required to reach with hands and arms above his head as well as stoop and kneel to reach items below his normal reach
- The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk or hear.
- The employee is occasionally required to use sense of smell
- Performs minor maintenance as necessary with medium to heavy lifting requirements; the employee must frequently lift and/or move up to 50 pounds
- Specific vision abilities required by this job include good vision



Work Environment:

- Primarily office-based employee with regular outdoor field work
- Pool vehicle provided for employee's use when conducting field work
- Occasional long hours due to tight deadlines
- Must be able to remain calm and focused during emergency or high-stress situations
- Frequently exposed to work near moving mechanical parts
- Work in high, precarious places
- Work near toxic or caustic chemicals
- The employee is occasionally exposed to wet or humid conditions (non-weather); fumes or airborne particles; risk of electrical shock and vibration
- The noise level in the work environment may be above 90 dBA. Must be able to use hearing protection
- Job requires exceptional ability to work well with others at various levels within the company
- Expected to mentor less-qualified personnel, and treat others with respect

Qualifications:

Education:

- Bachelor's degree preferred

Experience & Skills:

- Minimum three years' experience in Oil and Gas regulatory environment
- Strong interpersonal, verbal, and written communication skills
- Able to prioritize and manage tasks efficiently and with a positive attitude
- Strongly proficient in Microsoft Word, Excel, Outlook
- Very competent and comfortable navigating computer programs or learning programs on your own
- Very organized
- Can build and follow a detailed schedule
- Forward thinker
- Capable of managing multiple processes and initiatives simultaneously
- Self-motivated and driven
- High integrity
- Valid driver's license and excellent vehicle driving record

Certificates and Licenses:

- None

The above profile is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of accountabilities, qualifications, or other aspects of the job.

