

**BALLARD PETROLEUM HOLDINGS LLC
JOB DESCRIPTION**

TITLE: HSE Coordinator
DATE: September 1, 2022
DEPARTMENT: Engineering / Operations
LOCATION: Billings, Montana
EMPLOYMENT STATUS: Full Time

I. BASIC FUNCTION

The candidate will need the attributes required to coordinate all regulatory and compliance activities affecting the BPH operations department. Candidate must also lead the BPH new well permitting and pad design process. This requires the ability to work collaboratively with the Billings and Gillette operations team as well as land, geology, accounting, IT, regulatory agencies, and contract vendors.

II. QUALIFICATIONS

Hold a four-year bachelor's degree or have over fifteen years of relevant experience. Have a minimum of 3 years of progressive experience in a safety or environmental compliance role. Previous oil and gas industry experience is preferred. Well-rounded computer skills including familiarity with Microsoft Office Suite (Word, Excel, and Power Point).

III. DUTIES AND RESPONSIBILITIES

- A. Air Quality Compliance
 - a. Coordinate with operations staff and with third party experts to keep Ballard fully in compliance with all WOGCC, BLM, WY-DEQ, ND DEQ, and EPA emissions rules.
 - b. Lead and oversee leak detection program. Coordination and participate in field inspections and audits.
 - c. Field any compliance requests from governmental agencies and coordinate governmental inspections when requested.
 - d. Work collaboratively with operations team to mitigate emissions through creative solutions an implementation in industry best practices.
 - e. File all necessary regulatory paperwork.

- B. SPCC, SWPPP, and Spill Reports
 - a. Coordinate creation of SPCC and SWPPP plans.
 - b. Keep SPCC and SWPPP plans up to date and keep Ballard fully in compliance with SPCC and SWPPP regulations.
 - c. Report spills to regulatory agencies in accordance with proper guidelines.
 - d. Coordinate facility inspections and audits to verify regulatory compliance.
 - e. Field any compliance requests from governmental agencies and coordinate governmental inspections when requested.

- C. Safety Compliance
 - a. Endeavor to constantly improve Ballard Petroleum's safety culture to keep all employees and contractors safe while performing their duties.
 - b. Monitor and adjust the company's safety program to ensure full compliance with all state and federal safety regulations for all company employees.
 - c. Work collaboratively with contract vendors to ensure that all third-party personnel working at Ballard Petroleum sites remain in full compliance with all state and federal safety regulations.
 - d. Ensure proper record keeping of all training, safety audit, and incident records.
 - e. Regularly visit company worksites to build rapport with company and contractor personnel and foster an improved safety culture.
 - f. Coordinate and perform safety audits of worksites in accordance with state and federal regulations.
 - g. Coordinate safety training activities for all company employees in accordance with state and federal regulations.
 - h. Coordinate with Frandson Safety or any other safety vendor to assist in safety compliance.

- D. Industry Participation
 - a. Monitor correspondence from PAW, WEA, MPA and other industry groups to identify potential regulatory or litigation risks in the future.
 - b. Participate in safety and environmental focus groups and conferences associated with PAW and others.
 - c. Research state and federal regulations and implement compliance strategies on all safety and environmental regulations that may be new or currently unknown to the company.

- E. Performance Tracking
 - a. Create and track Key Performance Indicators (KPI's) related to safety, emissions, spill prevention, and environmental sustainability for the company.
 - b. Communicate KPI trends to internal and external stakeholders to demonstrate the company's positive progress and identify areas of improvement.

IV. ONGOING TRAINING REQUIREMENTS

Keep informed on all new or upcoming regulations that will affect Ballard's operations. Strive to understand all field operations at a high level.

V. SUPERVISION EXERCISED

Environmental and permitting contractors

VI. SUPERVISION RECEIVED

VP of Engineering and Operations

Please contact Bryce Ballard at 406-259-8790 with questions or email your resume to careers@ballardpetroleum.com to apply.