|  |  |
| --- | --- |
|  |  |
| **JOB DESCRIPTION****CONTRACTUAL POSITION** |
| **JOB TITLE: Energy Data Operator** |
| **JOB SUMMARY:** |
| Creates the inventory register for assigned energy sector operating companies for drilling, workover and production data domains as well as for all e-well file physical assets and well logs. Identifies missing data, data formats submitted. Assists in sourcing data for complete data sets to prepare for data loading to the Energy and Minerals data base systems. Transcribes drilling, workover and production data onto specialized data loading templates and uploads data to provisional database system. Assist in work involved in drilling, workover and production data loading for assigned energy sector companies. Assists in preparation of the electronic well files. |
| **REPORTS TO:** | Energy Data Officer |
| **SUPERVISION GIVEN TO:** | Energy Data Operator |
| **DUTIES AND RESPONSIBILITIES** |
| * Creating the inventory register for assigned energy sector companies for drilling, workover and production
* Uploading data to the Energy Physical Data Assets Management system for creation of the electronic well file
* Uploading well logs to the Well log information management system
* Identifying missing drilling, workover and production legacy data
* Identifying data formats for technical data submitted to the MEEI by energy sector companies
* Transcribes drilling, workover and production data to customized data loading templates
* Performs initial validation and accuracy checking
* Uploads drilling, workover and production to the Energy Database systems
* Retrieval of physical assets and return to storage as required
* Assists in the preparation of drilling, workover and production data for upload to the Energy Data Hub
* Assists in the creation of the electronic well files catalogue
* Adheres to standard operating workflows
* Prepares relevant documentation
* Adheres to information security standards and protocols
* Adheres to standard operating procedures for change requests for codes and other database – related change request
 |
| **MINIMUM EXPERIENCE AND TRAINING:** |
| * Minimum of Two (2) Advanced Level or CAPE certificate
* Evidence of completion of specialized training in petroleum information management tools used by the Ministry of Energy and Energy Industries
* Familiarity and experience with drilling, workover and production data and/or quarry information submitted by energy and mining companies with a minimum of six (6) months experience working with the management of technical petroleum data or mineral sector data and information
* Experience with Microsoft Office Excel and Power Point
 |