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**Application Review & Processing Technician – BC Oil & Gas Commission, Fort St John**

**Grid 15 - \$48,788.54 - \$55,387.84\***

*\* Posted salary includes a Job Family Market Multiplier of 10% and a Location Allowance of 3%*

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**The Opportunity**  
**Project Assessment & Compliance Assurance Division – Application Review Department**

The Application Review & Processing Technician provides technical support, monitoring and administering regulatory processes required to analyze and evaluate industry submissions.

Although knowledge of oil and gas industry operational practices is preferred, it is not required. The BC Oil & Gas Commission is seeking resumes from qualified professionals with ability to

- produce technical reports and correspondence
- integrate data and perform data analysis
- work well with proponents to identify and clarify informational ambiguities and/or omissions

**Qualifications**

Consideration will be given to those with:

- A combination of four years of clerical/administrative support experience, education and/or training.

Preference will be given to qualified applicants who demonstrate experience:

- Processing and assembling oil and gas documentation or data management.
- Interpreting legislation, regulations or policy and ensuring compliance
- Working with maps, plans and/or legal descriptions

**In submitting a resume and cover letter, you confirm you have reviewed the following job description for a complete list of duties and qualifications. We encourage all applicants to apply, even if they do not currently meet the qualifications as an employee development plan may be established for lesser qualified applicants to progress to the full working level. Classification and salary will be based on level of education, experience and training requirements. An eligibility list may be established. Occasional overtime work may be required.**

Please note applicants will only be contacted if they are selected to proceed further in the process. For additional information regarding this position, please contact Karen Larsen at (250)261-5700. You are also encouraged to view the OGC's [Website](#)

Competition:

**09-022**

Closing Date:

**November 19, 2009**

Apply to:

**Oil and Gas Commission, 100 10003 110 Avenue, Fort St. John, BC, V1J 6M7**

**FAX: (250) 787-3550**

**E-Mail: [ogc.recruitment@gov.bc.ca](mailto:ogc.recruitment@gov.bc.ca)**

For More  
Information:

**Karen Larsen  
250-261-5700**

POSITION TITLE	Application Review & Processing Technician	POSITION #:	
DIVISION/UNIT:	Project Assessment & Compliance Assurance – Regional Operations	LOCATION:	Fort St John
SUPERVISOR'S TITLE:	Operations Manager	POSITION #:	
SUPERVISOR'S CLASSIFICATION:	LSO 4 / Grid 30	LOCATION:	Fort St John
APPROVED CLASSIFICATION:	Grid 15	CLASS CODE:	
ENTERED BY:	Nicole Bennett	PHONE NUMBER:	250-261-2088

### PROGRAM

The Oil and Gas Commission (The Commission) is the statutory authority in the regulation of the province's rapidly growing petroleum sector. Operating under a new governance model and overseen by a three-member Board of Directors, the Commission is a self-financed entity and a partnership among industry, governments and First Nations. The Commission is charged with the management and regulation of mounting conventional and unconventional oil and gas exploration, production and pipeline activities as well as increasingly diverse sector operations and infrastructure projects across the province.

### PURPOSE OF POSITION

To provide technical support, monitor, and administer regulatory processes required to analyze and evaluate industry submissions contemplating construction of pipelines, wellsites, geophysical activity, permanent access roads, airstrips, quarries, plant and campsites, etc. and/or the development and utilization of facilities to ensure proponents project plans and specifications are in compliance with relevant statutes (*Oil and Gas Commission Act, Petroleum and Natural Gas Act and Pipeline Act*) and specified enactments under the *Oil and Gas Commission Act (Forest Act, Forest Practices Code of British Columbia Act, Heritage Conservation Act, Land Act, Waste Management Act and Water Act)* and the *Agricultural Land Reserve Act* germane to oil and gas exploration and production and its impact in regard to land use management, stakeholder and environmental protection on Crown or private land in British Columbia.

### NATURE OF WORK AND POSITION LINKS

Reporting to the Operations Manager, this position supports, manages and processes oil and gas applications throughout the application area. This position is responsible for ensuring that all application files have been properly recorded into our IRIS and/or KERMIT databases and the files have been assigned accordingly. This position is also responsible for the processing and issuance of all pertinent tenure documents associated with all approved applications. This position will also be responsible for the processing of withdrawn applications and the cancellation of expired approvals.

### SPECIFIC ACCOUNTABILITIES / DELIVERABLES

**Manages technical processes required for the evaluation and approval/rejection of project specific proposals in regard to pipelines, wellsites, geophysical activity, facilities, quarries, campsites, permanent access roads, petroleum development roads, airstrips or any other oil and gas related activity:**

- Examines proponent's application for completeness concerning applicant's Construction Plan and that it conforms with the engineering description, as well as ensuring the IRIS database match
- Reviews well applications, assigns appropriate well classification, and inputs into IRIS
- Ensures proponent has or is obtaining a Master License to Cut; ensures its existence as a condition of approval
- Reviews proponent's application with Land Title Office to identify outstanding charges or liens or timber reservations against private parcels and, as required, advises Ministry of Forests, District Office vis a vis existence of timber reservations
- Determines/imposes conditions to be met by proponent for resolution or mitigation with respect to Agricultural Land Reserve conflicts
- meet terms and conditions specified in relevant legislation and regulations
- Coordinates, for approved projects, issuance of Master Approvals, incorporating Land Act Permits, Cutting Permits, Pipeline Projects, Water Act Permits, and Waste Management Act Permits and long term tenures
- Assists in the coordination of the review of applications by Project Assessment Branch Technical staff, First Nations staff and Compliance and Enforcement staff to facilitate decisions concerning their approval/rejection/modification within prescribed timeframes; identifies reported areas of concern for referral to the appropriate decision maker
- Oversees dissemination of approved project proposal and related legal documents to appropriate Government Ministries and Agencies
- Guides, as required, in response to industry contested decisions, development and presentation of information for submission to established Alternate Dispute Resolution processes
- Identify application specific deficiencies and/or changes and modifications required to bring applications into compliance with relevant and prevailing legislation and regulations and policies with respect to environmental, forest management, land, habitat and water and heritage conservation requirements
- Responds to clients and stakeholders requests and concerns pertaining to applications.
- Composes application Approval letters ensuring proper information such as Archaeological, Forestry, Land and Habitat concerns are included
- Directs/requests additional data/information regarding required additional components of application to meet criteria

**Provides administrative support services to facilitate "on-time" completion of and decisions on applications:**

- Makes related data entries into IRIS system; including information required for the interim licence document
- Initiates corrections on new applications as requested by the Commission's Technical staff, etc
- Ensures completeness of working application and ensures their ongoing retention
- Ensures completeness of application specific file information and documents and ensures all required signatures are on record prior to final sign-off and approval by the appropriate decision maker
- Enters appropriate Technical review names on distribution list for new applications
- Composes, as required, information letters to inform clients and stakeholders of cancellations, amendments to Approvals and concerns
- Monitors daily or weekly work ledgers, within IRIS database of the Oil and Gas Commission, as well as monthly work ledgers within Tantalus database of ILMB to the appropriate decision maker

**Guides disposition of Crown land through contractual agreements under the *Land Act*.**

- Manages documentation and contracts to ensure the appropriate rights and interest in land are being granted to achieve acceptable legal, policy and statutory requirements.
- Develops and determines the methods and procedures to be used in conveying rights and interests in Crown land.
- Implements policies to be followed and the conditions that must be met to achieve disposition for Crown land surface rights under the *Oil and Gas Commission Act, Land Act, Pipeline Act, and Land Title Act*.
- Evaluates cancellation or abandonment requests taking into consideration reclamation standards or site specific investigations to determine potential under the Contaminated Sites legislation
- Delineates the type and term of tenure to be initiated for each type of activity and completion of referral process to ensure no conflicts exist and compliance with all Government statutes and regulations as set out in the Land Management Manuals under the Ministry of Agriculture and Lands.
- Calculates payment schedules for revenue owed under MAL Land Policy.
- Interprets, administers and manages complex legal agreements throughout the Province.
- Ensures Crown land tenures properly reflect policies and contractual agreements.
- Provides other Branches of the Commission and MAL throughout the Province and other Ministries and agencies on matters concerned with oil and gas activities and joint tasks, which affect the work unit and the tenure portfolio (e.g., status for industry, applications, interests, data systems, etc.)
- Verifies the integrity of registry and numerous business information systems for Crown land and industry development.

**Other related duties, as assigned**

- Monitors post-construction As Cleared Plans to ensure they are submitted to the Oil and Gas Commission, to ensure compliance with Cutting Permit conditions; and disseminates information to relevant OGC Branches and other Ministries
- Assists with follow-up of Crown tenure legal documentation to ensure compliance.
- Conducts in-depth searches for statistical information and investigates new sources of information;
- Identifies Crown land conflicts requiring resolution;
- Retrieves information and manipulates/compiles data into a report;
- Assists with development of new automated documentation requirement conforming to *Land Act* tenure and *Forest Act* tenure processes;
- Participates in the development and maintenance of working relationships with Government Ministries, local and regional Governments (i.e. Forests, Environment, ILMB, Regional Districts, municipality) to identify their evolving environmental and related needs;
- Works with OGC stakeholder Ministries in identification, development and implementation processes concerning databases and administrative requirements for the compilation, organization, retention, analysis and sharing of project application and related information;
- Provides advice and consultation to the oil and gas industry concerning proposed Commission policy and procedural changes affecting submission of applications, decision making approval processes and the security and registration of tenures over Crown lands.

**DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

Role	# of Regular FTE's	# of Auxiliary FTE's
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Directly supervises staff		
Supervises staff through subordinate supervisors		

**PROJECT /TEAM LEADERSHIP OR TRAINING**

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers		Provides formal training to other staff	
Lead project teams		Assigns, monitors & examines the work of staff	

**WORKING CONDITIONS/SPECIAL REQUIREMENTS/TOOLS & EQUIPMENT**

Willingness to work overtime to meet program requirements.

**PREPARED BY**

NAME:	DATE:
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**EXCLUDED MANAGER AUTHORIZATION**

I confirm that: 1. the accountabilities / deliverables were assigned to this position effective: August 30, 2005. 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s).		
NAME:	SIGNATURE:	DATE:

**ORGANIZATION CHART**

- Commissioner
- Deputy Commissioner
- Area Director
- Operation Manager
- Review Approval Resources Officer
- Natural Resources Officer
- Application Review & Processing Technician
- Administrative Assistant

## SELECTION CRITERIA

### Education:

- A combination of four years of clerical/administrative support experience, education and/or training.
- There will be different combinations of relevant training and experience that would result in the person meeting the above standards

### Related Experience Includes:

- Administrative and/or technical experience related to resource management or oil and gas activities

### Experience:

- Minimum one year experience processing and assembling oil and gas documentation or data management.
- Interpreting legislation, regulations or policy and ensuring compliance
- Working with maps, plans and/or legal descriptions
- Must have experience or training in keyboarding, database, spreadsheet, word processing and other standard computer applications

### Knowledge of:

- Oil & gas industry terminology and processes;
- Provincial legislation, regulations and policies;
- Working knowledge of various computer software applications, spreadsheet and database management;

### Skills And Abilities:

- use computer to enter information into IRIS, Tantalus, PLS and Land Titles systems;
- perform varied calculations and computations in order to correct and/or complete operator reports
- produce technical reports and correspondence
- integrate data and perform data analysis
- work well with proponents to identify and clarify informational ambiguities and/or omissions
- review and assess operator specific reports regarding well test information to ensure completeness and accuracy, and similarly for well drilling and directional surveys, completion and work over reports
- investigate specific records to identify and verify real and/or perceived instances of proponent non-compliance with established conservation and related standards
- conduct research and undertake searches

## KEY COMPETENCIES

1. **Adaptability** - Willingness and ability to effectively work in and adapt to change
2. **Initiative** - Takes the initiative to identify new challenges or opportunities
3. **Personal Development** - Takes responsibility for personal development
4. **Professionalism** - Promotes a positive image of the organization by taking personal responsibility for one's role and acts consistent with OGC values
5. **Communication** - Ability to clearly convey and receive messages
6. **Teamwork** - Working cooperatively and productively with others to achieve results
7. **Contributes to a Positive Work Environment** - Behaves in a manner that supports the organization and colleagues
8. **Service Orientation** - Takes personal responsibility for addressing client questions and concerns
9. **Process Improvement** - Proactively identifies process improvements and takes the appropriate steps to implement them
10. **Focus on Priorities** - Is able to identify priority activities and remains focused on the highest priorities
11. **Detail Oriented** - Sets and attains high standards for quality and accuracy in work
12. **Problem Solving** - Uses critical thinking skills to solve problems and achieve effective solutions