



CITY OF LOS ANGELES, BOARD OF PUBLIC WORKS PETROLEUM ADMINISTRATOR

(Utility Rates & Policy Specialist III - \$128,871 to \$193,599)
*Salary Commensurate With Experience and Qualifications
(Comprehensive Employee Benefits Package Provided)
This position will be filled as exempt from Civil Service**



The City of Los Angeles, Board of Public Works (Board) is a five-member executive team that governs and administers the City of Los Angeles, Department of Public Works (Department). The Department is comprised of five bureaus - Sanitation, Street Services, Street Lighting, Engineering, and Contract Administration, and ten Board Offices. On July 1, 2016, the City re-established an Office of Petroleum and Natural Gas (P&N/G) Administration and Safety.

The Board of Public Works is seeking a Petroleum Administrator who will oversee the Office of Petroleum and Natural Gas (P&N/G) Administration and Safety, reports to the Mayor and the Board, and provides citywide technical advice on all matters related to the City's legacy petroleum contracts and future site remediation. The Administrator is responsible for planning, developing, administering, examining, and reporting on a comprehensive P&N/G Administration and Safety program.

DUTIES:

The Petroleum Administrator will oversee the Office of P&N/G Administration and Safety and provide policy advice to the Mayor, City Council, and the Board of Public Works and its Executive Officer on such matters. The Administrator will work with multiple departments, including, but not limited to, the Offices of the Mayor and City Administrative Officer, the Department of City Planning and the Department of Transportation, the Los Angeles Fire Department as well as the Los Angeles County Department of Public Works and Department of Public Health.

The Petroleum Administrator will be responsible for examining and reporting on matters related to the exploration, production and operations of petroleum and natural gas within the City, administering and determining compliance with all provisions of oil and gas leases and relevant regulations and municipal codes, and performing any other authorized duties respecting petroleum at the desire of the City Council, Mayor, and/or Board. The Petroleum Administrator will develop and maintain interagency relationships with County, State, and Federal regulators and oversee the franchise agreement functions, such as managing, monitoring, negotiating, and reporting on current and potential new utility franchise agreements.

The Petroleum Administrator also represents the Department at news conferences/ media events and plans, strategizes, communicates, organizes, and responds to various public and energy industry stakeholder requests. Other duties include: inspection and safety compliance; pre-and post-contingency planning, management, and response; zoning hearings reports, City Council report-backs, development near oil wells, CEQA, urban oil districts, community outreach; budgetary planning and monitoring; and fee collections.



Source (Photo Credit): nrgEDGE at <https://www.nrgedge.net/project/wilmington-oil-field>

MINIMUM REQUIREMENTS:

- Graduation from a recognized four-year college or university; **AND**
- Three years of professional experience in a utility or regulatory entity, with emphasis on financial analysis and/or management.



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DESIRED QUALIFICATIONS:

- Advanced degree from an accredited four year college/university (Highly Desired);
- Three (3) years or more of full-time paid professional experience in/as a Petroleum Engineer, Petroleum Production Engineer, Reservoir Engineer, Pipeline Safety Engineer, Exploration Geologist, Petroleum Geologist, Environmental Geologist/Engineer; Energy Resources Manager or equivalent role;
- Experience in: enhanced oil recovery methods, such as water flood, thermal, or CO2 flood; use of oil well-log petro-physical and imaging interpretation; interpretation of chemical and isotope analysis; knowledge of methane gas laws and mitigation; oil and gas incursion (geologic contingencies); oil and gas drill site safety measures and practices; oil, gas, geo-technical, and groundwater protection; Urban Oil and Gas issues (i.e. ground subsidence, abandoned oil wells, idle wells, buried wells, nuisances, hazards, toxics, asphyxiant gases, mud pits, oil spills, seeps, etc.); underground natural gas storage fields/facilities; and Air, Soil, and Groundwater Contamination (i.e. health, safety, regulations, sub-surface fluid flow, soil gas survey development, use or familiarity of remedial technologies, etc.);
- Experience in environmental policy issues including air quality, water quality and soil health and/or remediation (e.g., brownfield redevelopment);
- Experience in public health-related work (Strong Preference/Highly Desired); and
- Experience with and/or familiarity with natural resources law, legal procedures, and or implementation of associated legal agreements.

OTHER DESIRED EXPERIENCE/KNOWLEDGE:

- *Refinery Systems* - Unit Operations, Turnarounds, Process Engineering, Air Quality, and/or Pipeline (Flaring, RECLAIM, Fenceline Air Monitoring, SCAQMD).
- *Pipeline Systems* - Pipeline safety, testing protocols, PHMSA/OSFM regulations, right of way, franchise agreements, risk management, and/or pipeline abandonment.
- *Oilfield Management* - Oil Well Drilling, Workover/Remedial, Water Injection, Produced gas, urban oil and gas experience.
- *Remediation* - Clean-up and abatement of oil drilling and associated operations, well abandonment procedures, monitoring, brownfield redevelopment.

HOW TO APPLY:

Interested candidates should submit a (1) letter of interest, (2) resume, (3) completed City Job application, and (4) at least three work-related references (include name, title, affiliation and telephone number) by the filing deadline.

Please submit application packet by **FRIDAY, AUGUST 21, 2020, 5 p.m. (PST)** (or until sufficient applications are received):
City of Los Angeles, Personnel Department at per.hiremebpw@lacity.org (E-mail Submissions Only).

E-mail subject line should read: "Petroleum Administrator."

Direct questions to Antonio Zepeda at (213) 978-1807. The City Application can be downloaded at <http://per.lacity.org/application.pdf>. The application must be scanned as single PDF file, submitted electronically.

SELECTION PROCESS:

The selection process will include an oral interview, and may include a written exercise, to determine the most qualified candidate for this position. In the event that there is a large candidate pool, screening criteria will be used to bring the most qualified individuals forward to the interview process. This position has been approved/exempted from the hiring freeze.

The City of Los Angeles is an Equal Employment Opportunity Employer

*The Petroleum Administrator is an exempt, at-will, management position. The incumbent will not accrue any civil service tenure or contractual employment rights in such position. The Petroleum Administrator is appointed by, and serves at the pleasure of the Board of Public Works and the Executive Officer, and may also be removed, without finding of cause.