



## Regulatory Coordinator

### *Job Description*

<b>Title: Regulatory Coordinator</b>	<b>Revision Date: 9/17/2018</b>
<b>Reports To: VP, EHS&amp;R</b>	<b>Job Location: Firestone, CO or Denver, CO</b>
<b>Department: EHS&amp;R</b>	<b>FLSA: Non-exempt</b>

#### **SUMMARY:**

A brief description summarizing the overall purpose and objectives of the position and the results the employee is expected to accomplish.

The Regulatory Coordinator will act as the subject matter expert regarding all local, state, and federal regulations governing oil and gas operations for Crestone. This position will ensure all Crestone's operations remain in compliance with the rules and regulations through all phases of development. This position is expected to provide regulatory compliance expertise in support of Crestone's development program in the DJ Basin.

#### **ESSENTIAL FUNCTIONS:**

The tasks, duties, and responsibilities of the position that are most important to get the job done.

- Works collaboratively with the operations teams to file compliance documents with the Colorado Oil and Gas Conservation Commission (COGCC) and Bureau of Land Management (BLM).
- Manages the preparation and submission of all COGCC and BLM forms related to hydraulic fracturing, well plugging and abandonment, flow line installation and removal and other forms as required.
- Maintains database to identify regulatory requirements and inform time-sensitive notifications for assigned projects.
- Performs data entry and electronic filing support.
- Tracks and finalizes conditions of approval and other operational requirements associated with the permits.
- Organizes and maintains reporting tools to keep management and peers regularly apprised of filing statuses, milestones, and potential challenges; leverage existing corporate systems to influence and inform workflows.
- Prioritizes and organizes workload based on operations schedule.
- Communicates regulatory requirements and practices to internal stakeholders to ensure compliance with agency rules and regulations.
- Develops business relationships with professionals at regulatory agencies to ensure knowledge of the rules and compliance.
- Performs all other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITY:**

The specific minimum competencies required for job performance.

- Experienced handling confidential and proprietary company data and information.
- Proficient in Microsoft Office Suite and eager to learn other computer applications.
- Ability to perform duties independently with minimal supervision.
- Ability to learn quickly, work safely and efficiently.
- Proven track record working well in a team environment with the ability to work autonomously as needed.
- Strong communication skills both verbally and written.
- Demonstrated ability to stay organized in a fast paced environment.
- Oil and gas operational experience preferred.
- Strong work ethic and diplomatic.
- Sound independent judgment and problem-solving ability.
- Strong knowledge of Oil and Gas Environmental Health and Safety regulations.
- Ability to multi-task and shift priorities to manage expectations.
- Experienced in Microsoft office suite of software.

**SUPERVISORY RESPONSIBILITIES:**

The scope of the employee's authority, including a list of jobs that report to the incumbent

This position does not have any direct reports.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

The environment in which the job is performed, especially any unique conditions outside a normal office environment.

Working environment is primarily indoors.

**MINIMUM JOB QUALIFICATIONS:**

The minimum level of education, experience & certifications required to perform the job.

- Minimum 3+ years of oil and gas regulatory experience in Colorado required.
- DJ basin experience preferred.
- Bachelor's degree required.
- Ability to pass Crestone Peak Resources pre-employment hiring process.