

Career Opportunities

The excitement of change and the promise of growth. That's what you'll find in today's deregulated energy industry and in a career with Dominion.

Associate Production Coordinator (E&P)

Requisition Number: 9600BR

Location: Jane Lew, WV

Job Summary:

Under general supervision performs all conventional aspects of production coordinator work. Thorough knowledge and experience in all phases of well production maximization, including artificial lift, compression, regulation, gas measurement, and the utilization of service rigs and other natural gas related equipment. Knowledge of federal and state law with respect to SPCC, Sara Title III, Emergency Response, OSHA, Pipeline Safety & Compliance, and Waste Management plans.

Knowledge, Skills, and Abilities:

Associate Production Coordinator (E&P) typically requires a minimum 5 years experience. Production Coordinator (E&P) typically requires 5-10 years of experience. Senior Production Coordinator requires 10-15 years of experience.

This production position is responsible for optimization of Dominion's production streams. The individual must have the ability to work independently and perform multiple tasks in limited time frames, develop teams and communicate effectively, define problems and draw valid conclusions, interpret manual and technical instructions, prepare brief accurate written reports, plan, organize, prioritize, schedule work, and proficiency in PC operations such as Microsoft Office. Individual should also have experience in reserve management software such as ARIES. Be knowledgeable of natural gas engines, compressors, pipeline operation, types of artificial lift, and maintenance of facilities. The incumbent will devote his/her time to the maximization of well production and facility usage through the application of production principles and practices by coordinating and monitoring well tenders, service rigs, and contractors. Individual will also monitor contractor safety performance.

Education, Certification and Other Qualifications:

Preferred: Associates or Bachelors degrees.

Working Conditions:

76% - 100% - Cold; Heat ;Office Work Environment

Dominion is one of the nation's largest producers of energy, with a portfolio of more than 26,500 megawatts of generation and 7,800 miles of natural gas transmission pipeline. Dominion also owns and operates the nation's largest underground natural gas storage system with about 960 billion cubic feet of storage capacity and serves retail energy customers in 11 states. You can experience the excitement of our company—it's the difference between taking a job and starting a career.

Dominion is an equal opportunity employer and is committed to a diverse workforce.

It all starts here, with you.

Please view our career opportunities at Dominion by visiting

www.dom.com/jobs/index.jsp

All applicants must apply on-line.