



Kansas Oil & Gas Career Toolkit Job Dictionary

Job Title	Job Description	Typical Education	How to Apply	Typical Locations Offered	Typical Job Family
Accounting Assistant	Assists accountants with various tasks such as invoicing, data entry, report generation, etc.	High School Diploma/GED; Associates Degree preferred.	Apply directly with companies.	Office	Business Services Professional
Accounts Payable Accountant	Performs accounting services relating to amounts owed to others by the organization.	Bachelor's Degree in Finance and/or Accounting.	Apply directly with companies.	Office	Business Services Professional
Accounts Receivable Accountant	Performs accounting services relating to amounts others owe to the organization.	Bachelor's Degree in Finance and/or Accounting.	Apply directly with companies.	Office	Business Services Professional
Administrative Assistant	Provides administrative support to a person or a team (word processing, spreadsheets, travel or meeting arrangements, etc.)	High School Diploma/GED; Associates Degree preferred	Apply directly with companies	Office	Business Services Professional

Attorney	Provides legal services to the organization on a variety of topics (contract law, mineral law, environmental law, acquisitions and dispositions, employment, etc)	Law Degree	Apply directly with companies	Office	Land Professional
Automation Technician	Installs, maintains and troubleshoots equipment used to control and monitor wells, pipelines, compressors, etc.	High School Diploma/GED	Apply directly with companies	Field locations	Skilled Craftsman
Business Analysis Advisor	Provides financial and economic analysis services to a particular Business Unit to help them better understand and manage business performance.	Bachelor's Degree; Master's Degree preferred	Apply directly with companies	Office	Business Services Professional
Business Development Representative	Assists with evaluation of potential targets for acquisition or disposition. May also solicit third party business for plants or pipelines.	Bachelor's Degree	Apply directly with companies	Office	Business Services Professional

Business Unit Vice President	Has overall responsibility for financial and operational performance of a defined segment of the company. Responsible for profit/loss, budget, short and long term strategic planning, drilling programs, production, EHS performance, etc.	Master's Degree	Apply directly with companies	Office	Engineering or Geoscience Professional
Community Relations Advisor	Advises company leaders on community relations strategies (public relations, charitable giving, etc.)	Bachelor's Degree in Communications or related field	Apply directly with companies	Office and Field Locations	Business Services Professional
Completions Engineer	Determines the optimal method for completing a well and supervises actual well completions by third-party companies.	Bachelor's Degree in Engineering	Apply directly with companies	Office and Field Locations	Engineering Professional
Completions Superintendent	Ensures that well completions are done according to plan and notifies engineers or other field leaders of problems, recommended changes, etc. Manages contract crews engaged in well completions.	Bachelor's Degree	Apply directly with companies	Field Locations	Engineering Professional

Construction Coordinator or Technician	Determines needs for construction of well sites or gathering facilities (roads, power supply, water management, right-of-way, pipelines, permits, etc.) and supervises contract crews engaged in those tasks.	High school/GED: Associates Degree preferred	Apply directly with companies	Field Locations	Skilled Craftsman
Controller	Overall leader of the finance and accounting function. Responsible for all accounting operations, internal and external reporting, general ledger activities, etc.	Bachelor's Degree in finance and/or accounting; Master's in Business preferred	Apply directly with companies	Office	Business Services Professional
Derrickhand	Derrickhands are part of a 3-5 person drilling and/or well servicing rig crew that performs drilling or well servicing activities on oil and gas wells. Performs all well servicing tasks from an elevated position 30'-40' off the ground on the rig. Responsible for all elevated work associated with rigging.	High school diploma/GED preferred	Best way to apply is in person at company's local office	Field Locations	Unskilled Labor

Development Advisor	Provides guidance and coordination for development efforts (training, career guidance, recruiting, etc.) for a particular discipline.	Bachelor's Degree	Apply directly with companies	Office	Business Services Professional
Division Order Analyst	Analyzes lease ownership and prepares division orders dictating how royalty payments are to be disbursed based on ownership. Requests disbursements based on production reports, well expenses and contracts. May work directly with royalty owners to resolve issues.	Bachelor's Degree	Apply directly with companies	Office	Land Professional
Division Order Coordinator	Assists Division Order Analyst with set-up and maintenance of well divisions of interests and well information. Handles owner relations issues.	High school/GED; Bachelor's Degree preferred	Apply directly with companies	Office	Land Professional
Drilling Engineer	Determines the optimal method for drilling a well and supervises actual drilling of wells by third-party companies.	Bachelor's Degree in Engineering	Apply directly with companies	Office	Engineering Professional

Drilling Superintendent	Ensures that wells are drilled according to plan and notifies engineers or other field leaders of problems, recommended changes, etc. Produces drilling reports. May supervise movement of drilling equipment. Manages contract crews engaged in drilling of oil and gas well.	High school/GED; Associates Degree or Bachelors Degree preferred	Apply directly with companies	Field Locations	Skilled Craftsman
Drilling Technician	Assists drilling engineers with technical tasks and data management.	High school/GED; Associates Degree preferred	Apply directly with companies	Office	Technician
Environmental, Health, & Safety (EHS) Advisor	Manages and EHS group within a business unit. Develops EHS strategies and programs and advises business unit leadership on EHS issues such as accident prevention, process design, management of hazardous materials, regulatory compliance, etc.	Bachelor's Degree in Safety or Engineering	Apply directly with companies	Office	Business Services Professional

EHS Field Coordinator	Coordinates EHS activities at the field level, including safety training, inspections, accident prevention, emergency response, contractor safety management, etc.	Bachelor's Degree of Science in Safety or Engineering	Apply directly with companies	Field Locations	Business Services Professional
Electrical & Instrumentation Technician	Installs, maintains and troubleshoots electrical/electronic equipment used in oil and gas production processing and/or transportation	Associate's Degree	Apply directly with companies	Field Locations	Skilled Craftsman
Electronics Technician	Performs testing, troubleshooting, maintenance and repairs on the electronic and electro-mechanical equipment used to monitor and control mixing, metering, and pumping equipment typically focused on data acquisition and equipment automation functions.	Associate's Degree	Apply directly with companies or through state workforce services	Field Locations	Skilled Craftsman
Engineering Technician	Assist various types of engineers with technical tasks/data management.	Associate's Degree	Apply directly with companies	Office	Technician

Equipment Operator: Cementing	Drives and assembles mobile pumping equipment so that oil and gas bearing zones can be isolated from other zones for later production. 3-6 person crews, 24 hour call and 40+ hours a week depending on customer need. CDL	High School Diploma/GED	Apply directly with companies	Field Locations	Semi-Skilled Craftsman
Equipment Operator: Coiled Tubing	Couples with the other well services to provide downhole solutions on problem or high profile wells that require the use of a coiled tubing unit. 5-15 person crews, 24 hour call and 40+ hours a week depending on customer need. CDL	High school diploma/GED	Apply directly with companies	Field Locations	Semi-Skilled Craftsman
Equipment Operator: Fracturing and Acidization	Drives and assembles mobile pumping equipment so that production can be increased at the well head. 5-10 person crews, 24 hour call and 40+ hours a week depending on customer need. CDL	High school diploma/GED	Apply directly with companies	Field Locations	Semi-Skilled Craftsman

Equipment Operator: Logging Services (both open and cased hole logging)	Provides downhole data acquisition services to gain as much knowledge for the customer about the well to determine how to best cement or fracture or perforate. Utilizes crane suspended electro- mechanical devices downhole.	High School Diploma/GED	Apply directly with companies	Field Locations	Semi-Skilled Craftsman
Equipment Operator: Service Tools	Provides downhole services using mechanical devices in conjunction with other service groups; most commonly the pumping service groups. 2-4 person crews, 24-hour call and 40+ hours a week depending on customer need. CDL	High school diploma/GED	Apply directly with companies	Field Locations	Semi-Skilled Craftsman
Facilities Engineer	Designs pipelines, compression and/or gas processing facilities, and supervises contractors engaged in same.	Bachelor's Degree in Engineering	Apply directly with companies	Office	Engineering Professional
Facilities Operator	Operates gas plant or pipeline systems	High school/GED	Apply directly with companies	Field Locations	Semi-Skilled Craftsman

Field Engineer (Cased-Hole)	Cased-hole engineers ensure that the well was drilled and cased correctly and quality assures the data that was already acquired by running other tests downhole. Cased-hole engineers also perforate or put holes in the casing	Associate's Degree	Apply directly with companies	Field Locations	Skilled Craftsman
Field Engineer (Measurement While Drilling (MWD) Engineers)	MWD engineers and Directional Drillers steer the drill bits, sometimes horizontally, sometimes through multiple reservoirs to maximize the potential of a single well. Field operations at well site work, living quarters at well site, 24 hour call.	Bachelor's or Associate's Degree	Apply directly with company	Field Locations	Skilled Craftsman
Field Operations Leader	Manages an operational segment for a particular field area (production, gathering, pipeline, etc.)	Bachelor's Degree preferred	Apply directly with company	Field Locations	Skilled Craftsman

Financial Analyst	Provides financial analysis services such as preparing financial statements, management reports, statistical reports, budgets, analysis, ensuring compliance with internal controls, etc.	Bachelor Degree in Finance/Accounting	Apply directly with company	Office	Business Services Professional
Floorhand – Workover Rigs	Floorhands are part of a 3-5 person workover rig crew that perform services on oil and gas wells. Assists in rigging up and down, pulling/laying down rods, tubing and casing, etc.	High School Diploma/GED preferred	Apply directly with companies	Field Locations	Unskilled Labor
Fundamentals Analyst	Evaluates supply and demand fundamentals and provides recommendations to management regarding short and long-term opportunities that arise out of that analysis.	Bachelor's Degree	Apply directly with companies	Office	Marketing
Gas Balancing Analyst	Prepares monthly gas balancing statements for operated and non-operated wells & distributes statements to WI owners.	Bachelor's Degree	Apply directly with companies	Office	Marketing

Gas Controller/Scheduler	Nominates, allocates, confirms, and balances gas flow volumes with purchasers, pipelines and well owners. Administers the sales by ensuring the gas flows as nominated. Manages gathering and transportation contracts, ensuring that no penalties are incurred.	Bachelor's Degree	Apply directly with companies	Office	Marketing
Gas Marketing Representative	Markets gas production through term sales and spot sales to merchants, wholesalers, distribution companies, industrial consumers, cogenerators, etc. Identifies and contacts viable purchasers; initiates customer contact and follows up with after-sales service.	Bachelor's Degree	Apply directly with companies	Office	Marketing

Geologist	Identifies drillable prospects through analysis of geological data (well logs, porosity/permeability studies, core studies, etc.) and evaluates economic viability. May work on entirely new prospects (exploration) or established plays (development).	Bachelor's Degree in Geology. Master's Degree in Geology preferred.	Apply directly with companies	Office	Geoscience Professional
Geophysicist	Evaluates geophysical data (seismic, gravity, magnetic, etc.) in order to identify exploration prospects or assist with the development of existing plays.	Bachelor's Degree in Geophysics. Master's Degree in Geophysics preferred	Apply directly with companies	Office	Geoscience Professional
Geoscience Technician	Assist Geologists, Geophysicists, etc. with various technical tasks, including data loading/database management, mapping, etc.	Associate's Degree	Apply directly with companies	Office	Technician
Government Affairs Analyst	Monitors regulatory developments and advises business on compliance, new developments, etc.	Bachelor's Degree	Apply directly with companies	Office	Business Services Professional

Human Resources Advisor	Provide Human Resources support (recruiting, staffing, employee development, compensation, etc.) to a particular business unit. Serves as first point of contact for human resources issues for employees within that organizational segment.	Bachelor's Degree	Apply directly with companies	Office	Business Services Professional
JIB Accountant	Performs accounting services relating to joint-interest billing (JIB). Ensures that expenditures are recorded accurately, maintains joint interest division of interests, allocations and overhead contracts, and verifies that joint interest owners are properly billed.	Bachelor's Degree in Finance, Accounting, or Business. Master's Degree in Finance, Accounting, or Business preferred.	Apply directly with companies	Office	Business Services Professional
Land Coordinator	Assists Land Negotiators with negotiations and administrative tasks, such as title work, correspondence with landowners, agencies, etc.	Associate's Degree. Bachelor's Degree preferred.	Apply directly with companies	Office	Land Professional

Land Mapping Technician	Produces land maps as needed by Land Negotiators or others. Maintains land databases	Associate's Degree	Apply directly with companies	Office	Technician
Land Negotiator	Negotiates with private property owners, governmental authorities &/or other companies to obtain oil & gas leases or contracts. Works with landowners on surface issues such as access, construction, etc. Clears title for drilling.	Bachelor's Degree	Apply directly with companies	Office	Land Professional
Landowner Relations Coordinator	Works with local landowners, community or citizen's groups, etc. on issues relating to drilling and production operations.	Bachelor's Degree	Apply directly with companies	Office	Land Professional
Lease Analyst	Sets up new leases upon direction from Land Negotiators. Establishes lease payment schedules & ensures that rental payments are made in a timely manner. Maintains records of well locations, contracts, lease expiration dates and operation conditions.	Bachelor's Degree	Apply directly with companies	Office	Land Professional

Lease Operator (Pumper)	Operates wells and associated production facilities	High School/GED	Apply directly with companies	Field Locations	Semi-Skilled Craftsman
Lease Records Coordinator	Assists Lease Analysts with set-up and maintenance of lease records	High School/GED Associate's Degree preferred	Apply directly with companies	Office	Land Professional
Maintenance or Mechanical Technician (Mechanic)	Installs, maintains and troubleshoots mechanical equipment	Associate's Degree	Apply directly with companies	Field Locations	Skilled Craftsman
Maintenance Technician (Diesel Mechanic)	Performs maintenance and repairs on diesel powered equipment	Associate's Degree	Apply directly with companies	Field Locations	Skilled Craftsman
Mud Engineer	Mud engineers supply oil companies and their drillers with carefully calibrated drilling fluid (mud) to lubricate the drill bit and minimize damage to the reservoir and other stratigraphic layers below the surface as they drill to the goal depth	Bachelor's Degree	Apply directly with companies	Field Locations	Engineering Professional
Office Services Coordinator	Supervises various office functions including mail service, cellular phone service, furniture, space design, pool vehicles, etc.	Associate's Degree	Apply directly with companies	Office	Business Services Professional

Plant Coordinator	First-line supervisor of a gas plant	Bachelor's Degree	Apply directly with companies	Field Locations	Engineering Professional
Procurement Coordinator	Selects and negotiates with vendors to procure (buy) supplies needed for large-scale operations (drilling, production, etc.)	Bachelor's Degree	Apply directly with companies	Office	Business Services Professional
Production Services Representative	Serves as main point of contact for marketing issues within an assigned Business Unit. Facilitates communication between marketing, gathering services, and E&P personnel to ensure that gas can be marketed as soon as wells come on production and that the value of gas is maximized through effective negotiations of gathering, processing, and transportation agreements	Bachelor's Degree	Apply directly with companies	Office	Marketing
Production Coordinator	First-line supervisor of production operations (lease operators)	Associate's Degree	Apply directly with companies	Field Locations	Skilled Craftsman

Production Technician	Provides administrative support to a field operation, such as daily production reporting, filing, invoice coding, mail distribution, etc.	High School/GED Associate's Degree preferred	Apply directly with companies	Field Locations	Technician
Records Coordinator	Assists with maintenance of lease records in a central file room	High School/GED	Apply directly with companies	Office	Business Services Professional
Regulatory Analyst	Obtains federal, state, and local permits needed for drilling, completion, and production processes. Maintains records and reports required to be maintained by various governmental agencies. May advise management of new or existing regulatory issues that effect oil and gas operations	Bachelor's Degree	Apply directly with companies	Office	Business Services Professional
Rental Analyst	Sets up schedules of lease payment due dates and ensures that all rental payments and obligations are made in a timely manner	Bachelor's Degree	Apply directly with companies	Office	Business Services Professional

Reservoir Engineer	Analyzes characteristics of reservoirs to identify and optimize exploitation techniques. Develops reservoir estimates and future production schedules	Bachelor's Degree	Apply directly with companies	Office	Engineering Professional
Revenue Accountant	Performs accounting services relating to revenue (income) resulting from E&P or gathering business. Ensures that royalties, production taxes, and amounts due to joint interest owners are properly paid and the volumes and prices received are accurate and reported	Bachelor's Degree	Apply directly with companies	Office	Business Services Professional
Roustabout	Performs a variety of relatively unskilled tasks relating to E&P activities, including grounds maintenance, painting, clearing vegetation, etc.	High School Diploma/GED	Apply directly with companies	Field Locations	Unskilled Labor

Supervisor – Workover Rigs (Tool Pusher)	Supervisors are the lead person of a 3-5 person workover rig crew that performs services on oil & gas wells. Plans & coordinates job procedures with customers, vendors, & other contractors.	High School Diploma/GED	Apply directly with companies	Field Locations	Unskilled Labor
Technical Services Maintenance Coordinator	Supervises a group of field technicians	High School Diploma/GED. Associate's Degree preferred	Apply directly with companies	Field Locations	Skilled Craftsman
Transaction Analyst	Ensures that all purchase and sales transactions are entered into the gas management and risk management systems accurately and in a timely manner. Manages the confirmation process and trader sign-off sheets.	Bachelor's Degree	Apply directly with companies	Office	Business Services Professional
Water Systems Engineer	Determines optimal strategies and designs facilities for management of wastewater associated with drilling and E&P operations	Bachelor's Degree	Apply directly with companies	Office	Engineering Professional

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