



Position Available
Regulatory Tech
Dallas, TX

JOB DESCRIPTION

This role supports Matador's Regulatory Group by compiling data necessary to submit administrative filings required by the Railroad Commission of Texas (RRC) and the New Mexico Oil Conservation District (NMOCD) regarding ongoing drilling, production, completion, and plugging operations.

REQUIREMENTS

Essential Duties:

- Coordinate and compile necessary data from engineers, geologists, and landmen, and submit permit applications required in oil and gas activities (e.g., drilling permit applications, completions reports, and surface commingling application);
- Maintain compliance with all local, state, and federal rules and regulations, and ensure all relevant deadlines are met;
- Professionally and courteously interact with regulatory agency personnel;
- Keep abreast of local, state, and federal rules and regulations and with agency policies;
- Organize and maintain technical files related to the permitting functions of the Regulatory Group;
- Perform other duties as needed

Skills and Abilities:

- Familiarity with local, state, and federal regulatory rules and regulations;
- Ability to read and understand rules, regulations, and permit filing instructions;
- Intermediate to advanced proficiency in Microsoft Word and Excel;
- Willingness to be a team player;
- Strong verbal and written communication skills;
- Detail-oriented with excellent organizational skills, able to work on multiple tasks in any given work day.

EDUCATION AND EXPERIENCE

- Four-year college degree is preferred;
- 1-3 years of experience in regulatory permitting or compliance in the oil and gas industry.

JOB BENEFITS

Compensation includes industry competitive salary commensurate with experience, performance incentives, plus medical and dental benefits, 401(k), etc. Details are available upon application.