



P.O. BOX 82006 ~ LAFAYETTE, LA 70598  
337/837-3314 ~ OFFICE 337/837-3058 ~ FAX

## JOB DESCRIPTIONS MANUAL

### SERVICE SUPERVISOR

**Revision No.:** Rev 1

**Revision Date:** 8 August 2013

**Candidates Name:**

**Department:** 04 Shop Salaries

**Supervisor:** Operations Manager

**Geographical Region(s):** All

**Payroll:** Hole Opener Corporation

#### **Position Summary**

The Service Supervisor is responsible for overseeing all field operations of HOC's drilling tools performance while on the rig site. Exercise judgment to determine the appropriate action at the well site by relying upon hands on experience and training of industry principles, theories, concepts and techniques.

#### **Positions who report directly to the Service Supervisor**

- None

#### **Primary Job Functions**

- Supervises and communicate operating parameters of HOC's drilling tools to drillers and to on- site company representatives in order to maintain high standard of efficiency and quality.
- Participates in on-site safety meetings and adhere to all customer and HOC safety policies.
- Perform Field JSA's with the rig site personnel at the on-set of the job and each resulting tower change.
- Interpret down-hole conditions and communicate with the drillers, company men and HOC management.
- Recognize the operational status of field equipment at the well site and maintain it when necessary.
- 24 hour call out and ability to work extended hours.

#### **Secondary Job Functions**

- Perform various other duties and activities as assigned by supervisor within the physical constraints of the job.
- Promptly and accurately submit all HOC reports and data to office.
- Relate field/customer issues and assist with resolutions.

#### **Safety**

- Participates in on-site safety meetings and adheres to all on-site safety policies.
- Ensures adherence to HOC safety policies.
- Attends monthly shop safety meetings when available.



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- Participate in HOC Safety Incentive Program by reporting all unsafe conditions and or acts via HOC's observation cards.

### **Qualifications Required**

Education:

High school diploma or equivalent. Work experience and demonstrated ability of oral and written communications may be substituted in lieu of formal education.

Professional Experience:

- 5-7 years in down hole drilling experience.
- Is available to perform duties on short notices, day or night.
- Must be able to work without constant supervision.
- Maintains a working viable knowledge of hydraulics.

Licenses, Certifications, Credentials, Training and other Requirements:

- Training as required for position as per HOC training matrix.
- Offshore survival and medical certificates as mandated by government/client regulations are required.
- Must pass pre-employment screening as well as random drug tests, as applicable per local laws.
- Maintains knowledge of the latest technological changes and operating procedures pertaining to Company equipment, tools, and practices to insure maximum operating efficiency.

### **Minimum Competencies Required for Hiring**

- Must demonstrate awareness of surroundings and safety.
- Work assignments carried out to the highest quality level.
- Conducts self in an exemplary manner at all times.
- Ability to accurately and efficiently perform tasks assigned by supervising authority.
- Superb communications skills.