

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

JOB DESCRIPTIONS MANUAL

SHOP TOOL TECHNICIAN

Revision No.: IP

Revision Date: 2 February 2022

Candidates Name:

Department: 05 Shop Tool Technician

Supervisor: Shop Foreman

Geographical Region(s): Louisiana

Payroll: Hole Opener Corporation

Position Summary

The Tool Technician is responsible for the maintenance of down hole drilling tools and other duties pertaining to daily shop operations as directed.

People who report directly to this position

- None

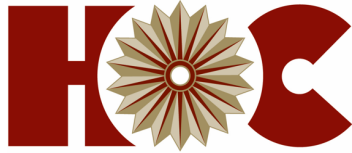
Primary Job Functions

- Maintain HOC product lines as per HOC job cycle procedure.
- Facilitate the load/ unload of HOC equipment that has been validated by the proper paperwork flow as per the job cycle procedure.
- Safely and efficiently operate the forklift, overhead crane, bucking unit, pressure washer and all other necessary shop equipment.
- Maintain all equipment in good working conditions.
- Daily maintain all work areas in a clean and safe manner.
- Monitor shop floor inventory levels of all necessary parts and consumables. Communicate with the Shop Foreman with respect to the needs of ancillary inventory.
- Monitor & report third party vendors' activity and safety practices.
- On call as scheduled or needed.

Secondary Job Functions

- Report all equipment, product line and shop maintenance issues immediately.
- Perform other duties and special projects as directed by management.
- Maintain all equipment preventative maintenance schedules in a timely manner. (Pressure washer, forklift, bucking unit, water filtration system, air compressor, etc.)
- Provide on-site labor when necessary.
- Recommend measures to improve methods, performance, and quality to increase efficiency.
- Assist in shipping and receiving of consumable products with proper placement of items and documentation on labeled racks.

Safety



HOLE OPENER CORPORATION

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- Participates in daily morning safety meetings.
- Participate in HOC Safety Incentive Program.
- Ensures adherence to HOC safety policies.

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:

- Working knowledge of pneumatic and electric power tools.
- Basic working viable knowledge of hydraulics.
- Basic knowledge of assembly/disassembly of drilling tools
- Must be able to work on-call hours.

Licenses, Certifications, Credentials, Training and other Requirements:

- Training as required for position as per HOC training matrix.
- 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.
- Maintains reliable transportation.
- Able to routinely lift 50+ lbs.

Minimum Competencies Required for Hiring

- Must demonstrate awareness of surroundings and safety.
- Mechanically inclined.
- Good with hands and problem solving.
- Work assignments carried out to the highest quality level.
- Always conducts self in an exemplary manner.
- Ability to accurately and efficiently perform tasks assigned by supervising authority.
- Must be able to read micrometers, calipers and tape measure.
- Must be able to work alongside of others and be willing to help outside of normal work scope.