



Job Description – Drilling Superintendent

This job description is provided as a guide to the tasks, responsibilities and qualifications for this role. Specific projects may require variation to this description.

Approved by T Brand (MD)
Date: 27-08-07

Major Function and Purpose

The Drilling Superintendent is accountable for planning and executing all aspects of the drilling program; the health and safety of all operational personnel, and protection of the environment.

Major Tasks and Responsibilities

- Management*
- Manage drilling operations in order to maximise return on exploration expenditure.
 - Manage recruitment and performance of all drilling and associated personnel.
 - Schedule and co-ordinate all resources.
 - Participate and recommend selection of contractors and service companies.
 - Implement safety and environmental policies.
 - Encourage continuous improvement.
- Operations*
- Ensure all documentation for drilling approval is prepared and submitted and that drilling approval is obtained.
 - Manage daily activities of drilling operations in accordance with company management systems and Australian legislation.
 - Monitor drilling engineering parameters to support drilling operation.
 - Direct drilling engineering and drilling operation problem solving.
 - Liaise with drilling unit, drilling contractor and government authorities.
 - Review and approve operational procedures and programs.
 - Manage cost control within limits of authority.
- Reporting*
- Provide clear stewardship reporting on an as-required and exceptions basis to Company and Operations Manager.
- HSE*
- Ensure HSE Emergency Response Systems is developed, documented, tested with simulation exercises and the Drilling Team is capable of responding to HSE emergencies.
 - Observe all company health, safety and environmental instructions, act in a safe manner and avoid unnecessary risks to themselves and others.
 - Immediately report any unsafe conditions or activities, dangerous occurrences or injuries in the workplace.
 - Not interfere with, remove, displace or make ineffective any safeguard, safety device, equipment or appliance provided for health, safety and environmental purposes.
 - Assist new employees in the use of relevant work procedures and practices in order to ensure their safety and the safety of all employees.

Qualifications and Experience

- Required*
- Engineering degree from a recognised university or equivalent related industry experience.
 - Minimum of 15 years experience in the oil and gas industry, with a combination of operational and business assignments.
 - Minimum of 5 years experience in onshore and offshore drilling operations with focus in supervisory and management roles.
 - Industry training in areas of drilling/production technology, offshore operations, HSE and contracts management.
 - Current certification in well control and HUET.
 - Demonstrated leadership, communication and business skills.
 - Good data management and computer literacy.
- Desirable*
- Specific petroleum engineering qualifications.
 - Recent exposure to Australian/New Zealand oil and gas operations.