

	Job Description – Completions Engineer	
	<i>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.</i>	Approved by T Brand (MD) Date: 27-08-07

Major Function and Purpose

The Completions Engineer assists the Senior Completion Engineer to design and monitor the installation of cost-effective well completions.

Major Tasks and Responsibilities

- Operations*
- Prepare and review equipment and service tenders to make recommendation for selection.
 - Prepare AFEs and operational programs.
 - Supervise contractors completion specialist engineering work.
 - Plan logistics for work-over and completion operations and well intervention work.
 - Supervise equipment preparation and testing.
 - Plan service company involvement and personnel requirements.
 - Supervise field operations, on site.
 - Co-ordinate exploration well test and development well cleanup activities in conjunction with Well Test Engineer.
 - Assist Production Technologist with problem wells.
 - Troubleshoot well and completion related problems.
 - Manage completion equipment inventory levels and contracts.

- Reporting*
- Prepare completion diagrams and end of well reports.
 - Prepare performance and cost analysis.

- HSE*
- 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 – except for during an approved maintenance or repair procedure.

Qualifications and Experience

- Required*
- Engineering degree from a recognised university.
 - Minimum of 5 years petroleum/completions engineering experience.
 - Industry training in drilling technology and HSE.
 - Current certification in well control and HUET.
 - Demonstrated communication skills, technical maturity and flexibility to adjust to change.
 - Good data management and computer literacy.

- Desirable*
- Specific petroleum engineering qualifications.
 - Recent exposure to Australian/New Zealand oil and gas operations.