



Job Description – Well Site Drilling Supervisor: Night Onshore

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 Night Drilling Supervisor provides support on the drilling unit to the Senior Drilling Supervisor (SDS) to fully meet well and HSE objectives.

Major Tasks and Responsibilities

Management

- Monitor plans, programs and work progress.
- Co-ordinate activities with third party supervisory personnel on the drilling unit in conjunction with the SDS.
- Ensure equipment and materials meet quality control standards and regulatory requirements.
- Ensure an adequate inventory of equipment and materials is maintained on the drilling unit to carry out the work.
- Ensure compliance with all regulations pertaining to the work and report any deviations.

Operations

- Prepare well site plans such as casing running lists and cement calculations.
- Co-supervise casing and cement jobs.
- Co-supervise non-routine operations such as fishing and well control.
- Supervise operations during night.
- Ensure procedures employed meet acceptable technical standards as well as project policy and procedures.
- Interpret drilling/testing programs and provide technical advice and assistance to the SDS.
- Upgrade drilling program to adjust for changes in the well bore pressure regime and geology.
- Perform independent calculations to ensure technical validity and correctness of contractors' work.
- Conduct a performance assessment of work performed by the drilling contractor and third party service contractors.

Reporting

- Complete (or ensure completed) all routine daily drilling and cost control reports required by the operator and the regulatory bodies and review with the SDS before submission to the operations office on a daily basis.

HSE

- Support the SDS in managing company HSE systems on the drilling unit.
- 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.
- 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*

- Minimum of 5 years oil and gas drilling experience with an operating company, with a combination of office engineering and field operations assignments.
- Minimum of 2 years onshore well site drilling experience with high standard of down-hole competency, and exposure to completions and workovers.
- Industry training in drilling technology and HSE.
- Current certification in well control.
- Demonstrated leadership and communication skills.
- Good data management and computer literacy.

Desirable

- Specific petroleum engineering qualifications.
- Recent exposure to Australian/New Zealand oil and gas operations.
- Engineering degree from a recognised university.