

	Job Description – Well Services Supervisor	
	<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 Well Services Supervisor is responsible for the design and installation of cost-effective well completions and well interventions, including slickline and coiled tubing.

Major Tasks and Responsibilities

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| <i>Operations</i> | <ul style="list-style-type: none"> • 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 well service contracts. |
| <i>Reporting</i> | <ul style="list-style-type: none"> • Prepare completion diagrams and end of well reports. • Prepare performance and cost analysis. |
| <i>HSE</i> | <ul style="list-style-type: none"> • 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

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| <i>Required</i> | <ul style="list-style-type: none"> • Minimum of 10-15 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. |
| <i>Desirable</i> | <ul style="list-style-type: none"> • Specific petroleum engineering qualifications. • Recent exposure to Australian/New Zealand oil and gas operations. |