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## Assistant Driller

North American Division

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### REPORTING

Reports to the Driller.

### SUPERVISION

Supervises the Derrickhand, Pumphand, and Floorhand.

### LOCATION

Offshore location.

### PREREQUISITES / QUALIFICATIONS

- High school diploma or equivalent.
- Work experience and demonstrated ability of oral and written communications may be substituted in lieu of formal education.
- Valid medical examination and vaccination certificates.
- Knowledge of all technical calculations required for the safe operation of the drilling unit.
- Basic computer skills.
- Must possess minimum of 3 years experience as an offshore Assistant Driller.

### BASIC FUNCTION:

Assist the Driller in operating drilling and mud circulating equipment as instructed in the well program and in accordance to Company policies and procedures.

### DUTIES AND RESPONSIBILITIES

- Perform the drilling department's daily checklists, i.e. QHSE checks, mast/Derrick inspection, choke and kill manifold set up, etc.
- Maintain accurate records of tubular and tool dimensions (i.e. internal and external diameter, fish neck, and serial numbers).
- Calculate ton-miles on drilling line, maintain an accurate logbook and advise the Driller on the need to slip & cut.
- Maintain an organized drilling equipment store, and tubular and subs inventory.
- Maintain proper communication with the Driller, Toolpusher, and other department heads.
- Read and interpret various gauges and meters relating to the drilling operations – assist the Driller in maintaining records and logs.
- Actively participate in pre-job meeting with the drilling crew for all non-routine drilling operations.
- Assist and relieve the Driller at the Driller's console during drilling operations.
- Assist with the preparation of equipment for impending drilling operations.
- Organize and supervise the drilling crews for all operations.
- Assist the Driller during an emergency or well control situation - assist in the well killing operations.
- Assist in supervision of Preventive Maintenance carried out on drilling equipment. -Assist in supervision of repairs on drilling and associated equipment.
- Assist in running and cementing casing strings, running and retrieving BOPs and risers, and other operations as directed by the Driller or Toolpusher.
- Monitor mud systems and supervise solids control equipment and mud mixing operation.
- Assist in the planning, organisation and execution of rig move operations.
- Operate drilling and associated equipment as directed by the Driller, i.e. Top Drive System, mud pumps, BOP and Diverter controls, et cetera.
- Know the clients rules and Company procedures for well control and blowout prevention.

### QHSE

- Ensure all relevant safety procedures and practices are adhered to during drilling operations.
- Report any incidents, potential hazards or abnormal situations to the Driller or Toolpusher.
- Partake in the weekly meetings, Quality Improvement Plan program, and all other Company safety management systems.
- Assist in conducting drilling operations safety drills as and when required.
- Ensure a high standard of hygiene and housekeeping is maintained onboard the rig.
- Demonstrate commitment to the Company's safety policies through leadership and



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guidance.

**Personnel**

- Meets the training requirements as per the applicable training matrix
- Mentor, develop and train crew members to ensure they are competent to work at their next job level.
- Provide leadership and motivation to the drilling crews.
- Assist in training to ensure all subordinates are competent to perform their allocated job.
- Promote and maintain a good working relationship with other departments, third party personnel and Client Representative.

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