



Offshore Drilling Job Descriptions

Assistant Driller

Duties include but are not limited to: assisting Driller in the performance of their duties; ensuring the safe and efficient control of all operations on the drilling floor; ensuring the safety of the drill crew and all support personnel; ensuring the proper care and maintenance of the equipment used on the drill floor as well as the drill floor structure itself; performing proper rig up and down and proper nipple up and down procedures; assisting Driller in supervision and coordination of the activities of the drill crew, derrickhands, shakerhands and roustabouts working with the drill crew; providing relief for the driller, derrickhand and floorhands as necessary.

Crane Operator

Duties include but are not limited to: operating various cranes on the drilling rig to lift and relocate the equipment, containers, tubulars, casing, supplies and heavy or bulky materials throughout the rig, storeroom, motor room, sack room and rig floor work area; operating cranes to offload and backload supply vessels, barges and crew boats, including the moving of personnel with the aid of a personnel basket; training, directing and supervising roustabout crews; training, directing and leading Fire Response Team in the proper emergency duties; assisting the Mechanic, Electrician and Welder as needed and requested; ensuring personnel under your direction work in a safe and efficient manner while complying with all company rules and regulations.

Derrickhand

Duties include but are not limited to: working in the derrick to safely and efficiently assist the Driller in centering, raising and lowering all casing, drill pipe and tubulars through the drill floor rotary table; ensuring the smooth operation and support function of the mud module including preventative maintenance and general repairs of mud equipment as requested by the Driller and Mud Engineer, ensuring chemicals and mud mixture meets the needs of drilling operations, supervising loading of liquid mud products from water vessels, directing and supervising the Floorhand or Roustabout assigned to the sack room, performing general maintenance and upkeep of the equipment in the chemical, mud and pump rooms; assisting the Driller and Floorhands on the drill floor when requested.

Driller

Duties include but are not limited to: ensuring the work in and around the drill floor and BOP occurs in a safe and effective manner thereby meeting or exceeding the goals and objectives for safety, production and budget; ensuring the safety of the drill crew and

support personnel working in and about the drill floor; ensuring the proper rig up and rig down, continual preventative maintenance and repair of the equipment used in the drilling operations along with ensuring continual cleaning and housekeeping in and about the drill floor; ensuring drilling operations follow established plan; ensuring good coordination of services and communication with the Client Representative personnel as well as the Company representatives; training and supervising the Assistant Driller, Derrickhand, Floorhands, Pumphands, Shakerhands and any Roustabouts who may work with him/her.

Electrician

Duties include but are not limited to: Ensuring that regular preventive maintenance activities and special projects involving electrical components and systems are performed in a timely manner to prevent down time, ensure the efficient and continual functioning of all electrical equipment on board the drilling rig; troubleshooting and properly planning all projects which may include installing wire and connecting electrical components to various motors, or repairing refrigeration and air conditioning and freezers/coolers, all electrical power generation sources, rectifiers and circuits, transformers, power distribution systems, lights, PLC system and the networking drive control systems, etc.; ensuring that the electrical work is performed in a safe manner while complying with all state, federal and company rules and regulations as they pertain to the electrical components on the rig.

Floorhand

Duties include but are not limited to: safely and efficiently performing all manual labor tasks on the drilling floor and B.O.P. area under the direction and supervision of the Driller or, in his/her absence, the Assistant Driller; operating the tongs, slips and spinner hawk to connect and dis-connect drill pipe, tubulars, casing and drill bits or tools; performing all maintenance of the equipment and physical space of the drill floor; rig up and down procedures, nipple up and down and care of the B.O.P. system; monitoring and operation of the shakers; assisting the Derrickhand within the mud pit, mud pump and chemical sack rooms; performing housekeeping activities on the drill floor including washing, chipping and painting; providing relief for the Derrickhand, once trained.

Mechanic

Duties include but are not limited to: timely preventive maintenance activities and special projects involving mechanical components and systems to prevent down time and ensuring the efficient and continual functioning of all mechanical equipment on board the drilling rig; troubleshooting, problem solving and properly planning and implementing all projects including the maintenance and repair of all mechanical equipment; instructing, training, direction and supervision of the Motorman; ensuring that all the work performed by the mechanical department is performed in a safe and efficient manner; ensuring that the work complies with all state, federal and company rules and regulations as they pertain to the mechanical components on the rig; assisting the Electrician with repairs to various motors, refrigeration and air conditioning and freezers/coolers, etc as time allows and when called upon to do so.

Motorman

Duties include but are not limited to: assisting Mechanic and ensuring that the regular preventive maintenance activities for all mechanical equipment on the rig occur in a timely manner to prevent down time and ensuring the efficient and continual functioning of the mechanical equipment on board the drilling rig, the Motorman covers the equipment in the night time operations; assisting the Mechanic with major repairs when called upon to do so; ensuring that fuel and oil transfers from the water vessel are performed by following the Hercules Offshore Fuel Oil Transfer Procedures; ensuring fluids in each piece of mechanical equipment is maintained to operational levels; perform housekeeping duties in and around the engines.

Night Toolpusher

Duties include but are not limited to: ensuring safe and efficient drilling operations so as to meet the Company and contracting oil company's goals and objectives in a safe and efficient manner including the safety and welfare of all Company and contract personnel, the efficient and productive use of company resources, equipment, personnel, supplies, etc., the proper maintenance and repair/upkeep of the rig and support equipment, a climate of safety to people, equipment and the environment is maintained as a matter of practice for all company, third party and visitors on the vessel.

Rig Maintenance Supervisor

Duties include but are not limited to: ensuring that the regular preventative maintenance activities and special projects involving electrical and mechanical components and systems and emergency equipment are performed in a safe and timely manner so as to prevent downtime and ensure the efficient and continual functioning of the mechanical and electrical equipment on board the drilling rig; ability to problem solve and properly plan, delegate, supervise and implement the mechanical and electrical projects on a drilling vessel or semi-submersible/jack-up drilling unit; ensuring that the work is performed in a safe manner while complying with all state, federal and company rules and regulations; Rig Maintenance Supervisor also works as a member of the Engineering Crew; supervision of the work of the Electrician, Assistant Electrician, Mechanic and Motorman.

Rig Manager

Duties include but are not limited to: ensuring full vessel compliance with all mandatory state and federal rules and regulations that relate to the navigation, (re)location, maintenance, drilling and production operations and maritime law; managing the planning and efficient execution of the drilling program in coordination with the Client Representative and rig department heads; organizing, delegating and supervising the activities of the drilling, marine, catering and maintenance departments so as to ensure the preventative maintenance, housekeeping and repairs of the rig and its critical equipment are performed in a timely manner so as to ensure operational usage when needed; developing and controlling operational budget and expenses and adhere to budgetary plans while at the same time ensuring the repairs, upkeep and upgrades of equipment, "just in time" inventory of needed supplies and equipment, etc are performed in a timely manner; maintaining efficient working relationships with Client

Representative and all third party personnel operating on the vessel; ensuring proper planning and ongoing operations for rig moves are performed in a safe and efficient manner; ensuring continual development and training of employees working on the vessel so as to meet the employee's career goals while at the same time meeting the needs of the company; maintaining a climate of safety to people, equipment and the environment is maintained as a matter of practice for all company, third party and visitors on the vessel.

Roustabout

Duties include but are not limited to: assisting the Crane Operator with the rigging of equipment, supplies, tubulars, pipe and casing that needs to be moved or relocated throughout the rig; off-loading and back-loading of supply vessels, equipment, pipe, casing, tubulars, personnel, etc.; performing maintenance, washing and clean up of the drilling rig (excluding the rig floor) including chipping and painting; providing fire watch and flagging operations; filling in as a relief worker for the drill crew; storing and retrieving supplies, equipment, tools, etc.; providing assistance to the Mechanic, Electrician or Welder as requested.

Safety and Training Representative

Duties include but are not limited to: implementing the Company Orientation, Internal Development of Safety and Training Policies and Procedures on the rig; continually maintaining special compliance programs established by the Company, the Operator, and Government agencies; coordinating and tracking the rig personnel's training and development through monitoring of required training needs, the scheduling or coordination of training which is to be completed by outside training personnel as well as for providing the training for the rig employees on the rig; assisting with the prevention of accidents through analyzing and coordinating the rig's STOP program, inspection of equipment and providing continual safety training classes; when there is a near miss or an accident on the drilling rig, the Safety & Training Representative will perform the initial investigation of the incident, determine the cause of the incident and make recommendations to resolve the problem area so as to ensure this type of near miss or accident does not occur again and provide training to rig personnel regarding the accident or incident and the plan to ensure this type of incident does not occur again.

Toolpusher

Duties include but are not limited to: responsibility for the day to day drilling operations ongoing on the drilling vessel; ensuring safe and efficient drilling operations so as to meet the Company and contracting oil company's goals and objectives in a safe and efficient manner including the safety and welfare of all Company and contract personnel, the efficient and productive use of company resources, equipment, personnel, supplies, etc. and the proper maintenance and repair/upkeep of the rig and support equipment. In the absence of the rig manager, the Toolpusher will fulfill the Rig Manager's obligations.

Welder

Duties include but are not limited to: safely and efficiently fabricating, cutting, fitting and modifying or repairing metal and steel devices, structures and piping as directed; planning and designing of the project as well as for determining supplies necessary for completing the job; ensuring compliance with all state, federal and company policy, rules, regulations and safety guidelines as related to hot work, pressure vessels, as well as working in enclosed spaces; assisting the Crane Operator with rigging work necessary to complete the job when the Roustabout crew is assisting him/her with relocating heavy equipment and/or supplies necessary for a welding project'; training and supervising the Roustabout crew members, who may be assisting him/her.