

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Driller (Core Drill Type)

JOB CODE : 031524

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent mobilizes, operates, and demobilizes equipment to obtain core samples of strata for analyzing geological characteristics of ground.

DIMENSIONS

The incumbent reports to an exempt supervisor and has no supervisory responsibility, but may direct the activities of Drill Helpers.

NATURE AND SCOPE

1. Makes up core barrel with hand tools which includes diamond bit, reaming shell, inner tube, and outer barrel;
2. Starts power unit, chucks rod mechanically or hydraulically, engages clutch and collars hole;
3. Regulates throttles to control rotating speed and penetration rate; assists in coupling additional rods to string as bit advances and in retrieving core barrel with wire line or by pulling rods;
4. Disassembles core barrel and puts core sample in box; trips rods to change bit using winch and hand tools;
6. Runs single-shot and multi-shot directional surveys using wire line winch, mud pump, and hand tools;
7. Maintains log of footage cored, core run number, cored intervals, feet of core recovered, directional surveys, bits, revolutions per minute, and abnormal coring conditions such as loss of circulation;
8. Runs PVC pipe or steel casing and cements completed cored hole from bottom to collar using grout pump and hand tools;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related craft work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking for short distances for long periods on all types of surfaces/uneven terrain, outdoors, and in and around drill rigs;
2. Frequent lifting/carrying up to 40 pounds of tools/equipment; assistive devices available for lifting/carrying up to 100-pound sacks of drilling mud carrying distances of 20 to 50 feet;
3. Frequent pushing/pulling exerting force up to 20 pounds while operating levers and equipment;
4. Occasional climbing stairs to drill rig floor up to 30 feet high, depending on rig size;

Driller (Core Drill Type)

5. Occasional bending/twisting at waist/knees/neck while performing duties;
6. May require occasional kneeling/crouching/crawling while correcting mechanical breakdowns;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating equipment controls;
8. Constant use of sight/hearing abilities while operating/monitoring equipment and vehicles, reading gauges, identifying malfunctions, and maintaining a safe work environment; visual requirements include depth perception, peripheral vision, hand/eye/foot coordination; visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech ability in giving/receiving instructions and communicating with coworkers, supervisors, inspectors, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required while operating and monitoring equipment according to exacting procedures and maintaining a safe working environment under hazardous conditions;
2. Must be able to make decisions with limited information and without direct supervision;
3. Must be able to read/write/speak English to understand memoranda/manuals/instructions and complete logs/incident reports accurately;
4. Must possess good mathematical skills including fractions and decimals in order to measure/calculate lengths of pipe and drill, mud weights, and volumes of tanks;
5. Must possess good oral/written communications skills in order to communicate with coworkers, give/receive instructions, and exchange information.

WORKING CONDITIONS AND EQUIPMENT USED

Work is normally performed underground.

Tools & Equipment Used: Large pipe wrenches, file/hacksaws, grinders, drills, hand/power tools, shovels, pumps and compressors, manuals, logs, and motor vehicle; safety equipment includes respirator, hearing and eye protection, safety shoes, hard hats, safety belts/harnesses, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. This position requires completion of a recognized apprentice program or three years of experience as a core driller which provides familiarity with surface rig wire line conventional coring to 3,000 feet or more in depth. Consideration will also be given to any combination of related rotary (oilfield), diamond drilling, or Motorman-Oilfield experience which equals three years.

OTHER SPECIAL QUALIFICATIONS

Valid Commercial Driver's License required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Driller (Rotary or Oilfield)

JOB CODE : 031527

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent mobilizes, operates, and demobilizes various sizes of drill rigs and equipment needed to drill holes ranging from 6" to 144" in diameter. Works as a member of a crew consisting of a Driller, Derrickman, Motorman-Oilfield, and one or more Drill Helpers. The primary duties include placing equipment so that it lines up with the existing casing or survey marks and raising the mast; rigs may be gas, diesel, or electric powered and either rubber-tired or skid-mounted; holes are drilled to requirements for plumb, straightness, and depth as per criteria; operates drilling rig in most efficient way.

DIMENSIONS

The incumbent reports to an exempt supervisor and has no supervisory responsibility but may direct the activities of Drill Helpers.

NATURE AND SCOPE

1. Directs helpers; assists in picking up bit/stabilizers/drill collars or mandrel and weights to create a bottom hole assembly using a forklift, crane, or laydown line, and rotary or power tongs;
2. Operates drilling equipment; energizes throttle to control rotary speed, penetration rate, or hoisting speed; directs and assists in making connections;
3. Monitors downhole conditions to determine if bit should be replaced earlier than the scheduled bit change;
4. Directs and assists in trips to change bits and runs single-shot and directional surveys using the sandline;
5. Runs casing, if required, and assists cementers in cementing or gravel packing using pumps, tremmie lines, power tongs, rotary tongs, and hand tools;
6. Maintains a log of rig activities (i.e., footage drilled, number of joints in the hole, bits, surveys, revolutions per minute, weight on the bit, length of bottom hole assembly and drill pipe, pressure, accidents, repairs in progress, amount of fluid going in and out of the hole, type of fluid, and abnormal drilling conditions);
7. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
8. Inspects and completes Driller's section on rig inspection report;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

Driller (Rotary or Oilfield)

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Constant standing/walking for short distances for long periods on all types of surfaces/uneven terrain, outdoors, and in and around drill rigs;
2. Frequent lifting/carrying up to 40 pounds of tools/equipment; assistive devices available for lifting/carrying up to 100-pound sacks of drilling mud, carrying distances 20 to 50 feet;
3. Frequent pushing/pulling exerting force up to 20 pounds while operating levers and equipment;
4. Occasional climbing stairs to drill rig floor up to 30 feet high depending on rig size;
5. Occasional bending/twisting at waist/knees/neck while performing duties;
6. May require occasional kneeling/crouching/crawling while correcting mechanical breakdowns;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating equipment controls;
8. Constant use of sight/hearing abilities while operating/monitoring equipment and vehicles, reading gauges, identifying malfunctions, and maintaining a safe work environment; visual requirements include depth perception, peripheral vision, hand/eye/foot coordination; visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech ability in giving/receiving instructions and communicating with coworkers, supervisors, inspectors, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required while operating and monitoring equipment according to exacting procedures, and maintaining a safe working environment under hazardous conditions;
2. Must be able to make decisions with limited information and without direct supervision;
3. Must be able to read/write/speak English to understand memoranda/manuals/instructions and complete logs/incident reports accurately;
4. Must possess good mathematical skills including fractions and decimals in order to measure/calculate lengths of pipe and drill, mud weights, and volumes of tanks;
5. Must possess good oral/written communications skills in order to communicate with coworkers, give/receive instructions, and exchange information.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in and around drill rigs with exposure to all types of weather conditions. Work may be performed at elevations of up to 6,700 feet.

Tools & Equipment Used: Large pipe wrenches, file/hacksaws, grinders, drills, hand/power tools, shovels, pumps and compressors, manuals, logs, and motor vehicle; safety equipment includes respirator, hearing and eye protection, safety shoes, hard hats, safety belts/harnesses, and gloves.

Driller (Rotary or Oilfield)

REQUIRED TRAINING AND WORK EXPERIENCE

Driller (Oil Field Type) requires completion of a recognized apprentice program or three years of experience as a Driller on oilfield-type rigs. Consideration will also be given to any combination of related experience such as Derrickman, Motorman-Oilfield, Drill Helper, or diamond drilling experience equaling three years. Driller (Rotary or Oilfield) requires one year of experience as a rotary drill operator on underground diamond drills or rotary drill helper with diamond driller or core driller experience.

OTHER SPECIAL QUALIFICATIONS

Valid Commercial Driver's License required. Must be fitted/qualify for respirator.