

Job Description

Job Title:	Night Drilling Supervisor		
Job Location:	Rigsite		
Description No:		Revision No:	

Report to:	Drilling Supervisor		
Direct report from:			
Key interactions:	Drilling Contractor, Service Companies, Drilling Engineers, Warehouse and Logistics Support		

Key Responsibilities			
<u>HSSE</u>			
<ul style="list-style-type: none"> • Demonstrates HSE Leadership • Ensures compliance with company Policies and standards. • Leads service company pre-job safety meetings to ensure good communication. • Identifies high risk situations, documents them, and adopts risk mitigation approach • Performs daily HSSE / rig inspections • Conducts Safety Drills related to well control and other potential hazards involved in well operations • Participates in HSE and nonconformance event investigations and reporting as required. • Focal point for emergency response. 			
<u>Planning and Operations</u>			
<ul style="list-style-type: none"> • Coordinates well operations with Drilling Contractor and Service Companies to ensure compliance with work programs, Norsok standards and company procedures. • Attends Daily planning meeting with Drilling Contractor and Service Company Supervisors. • Prepares Daily Instructions to Drillers for approval by the DSV based on well program highlighting potential risks such as stuck pipe, losses and kicks. • Prepares detailed procedures for specific well operations (running casing, cementing, logging etc.) for approval by the DSV. • Performs wellsite calculations e.g. cement jobs • Ensures well control event preparedness (SCR's, Leak off Tests, BOP Tests, kick sheets, shut in procedure etc.). • Ensures stuck pipe event preparedness (Drillers' first actions, maximum allowable overpull, fishing equipment etc) • Attends the rig floor to supervise critical activities such as (but not limited to) landing, cementing, and testing casing; flow checks, and while pulling the first ten stands while tripping etc • Verifies adherence to instructions and procedures • Organizes pre-job meeting (Operations and safety). • Maintains "7 day planner" to anticipate resource requirements to meet well demands and provide optimum efficiency of services including contingency plans. • Prepares Standard Equipment Lists (if applicable) in a timely manner for each phase of the well. • Ensures Material Requests are issued in a timely manner to avoid disruption of operation. 			

Key Responsibilities

- Responsible for checking equipment on site to ensure readiness. (QA/QC)
- Manages proper inventory of consumable drilling supplies such as cement, barite, bits, and nozzles, etc.
- Updates log book. Ensures adequate handover to his relief.

Communication

- Prepares accurate Daily Report for approval by the DSV with input from rig contractor and service company personnel in a timely manner
- Prepares other reports for approval by the DSV e.g. casing, cementing etc as required
- Prepares daily cost estimate for approval by the DSV (if applicable)
- Discusses Material Requests with Logistic Coordinator daily
- Documents within 24 hours any failure or incident report (in SYNERGY where access possible)
- Participates in program changes with project team being proactive in improvement suggestions
- Prepares Management of Change (MOC) for approval by the DSV where required

Training and Development

- Mentors junior staff at the wellsite
- Assesses readiness of rig crew for well control events by conducting regular drills
- Other drills e.g. emergency response as required

Required Qualifications and Experience

- 3 to 5 years' drilling experience and existing experience as Night Drilling Supervisor
- A valid IWCF Certificate.
- H2S Awareness Training and Certification
- Safety courses required to carry out work at site and in accordance with company policy and as required by Country law and regulations

Key Attributes

- Demonstrates commitment to HSSE policy and statement and knows and understands expectations as detailed in the HSSE Management System.
- Develops highly positive relationships with both field and office teams.
- Demonstrates highly effective communication skills e.g. operational reporting, high visibility, working relationships.
- Looks beyond the obvious in problem solving.
- Applies sound judgement in decision making – seeks input of Drilling Supervisor in relation to unplanned/non-routine activities
- Ensures cost effective use of services and equipment.
- Maintains a strong focus on progress towards achievement of objectives.
- Demonstrates a high level of competence in leading others.