



INTERNATIONAL SNUBBING SERVICES



JOB DESCRIPTION

Job Title:	Floorman	Business Unit	ISS-321
UP Job Title & Code:	Floorman 32100033	Approved FLSA Status:	Non-exempt
Department	Field	EEO Category	8 Laborers & Helpers
Reports To (Job Title):	Rig Supervisor	EEO Job Group	8A Laborers & Helpers
Prepared By:	ISS Human Resources	Prepared Date:	May 2016

I. GENERAL PURPOSE OF THE JOB

Work the pipe rack and perform minor maintenance on the hydraulic power pack and deck equipment, while assisting the Rig Supervisor in the course of different stages of Snubbing or HWO operations.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handle tubular from the boat/truck to pipe rack
- Clean tubular before running in well
- Number joints of drill pipe or tubing while on pipe rack
- Tally and measure drill pipe and tubular while on pipe rack
- Connect tubular to elevators or remove same for tripping in/out of well
- Fuel and maintain equipment
- Hook up hoses to take on fuel, mud, or completion fluid from boats
- Provide relief in work baskets as required.
- Offload and Load workboats and crew boats at job site and dock
- Support in rig-up/down of snubbing unit
- Assist in nipple up of BOP's
- Complete Critical Function Tests/CFT's as assigned
- Service and change dies in slip bowls and tongs
- Make up bottom hole assembly (BHA) as directed
- Take part in daily safety meetings, TBT, risk assessments, JSA and hazard hunts
- Participate in emergency drills as dictated on platform or lift boat
- Assist in pumping operations, service, and maintenance of pumps
- Mix completion fluids from bulk or sack materials
- Check all equipment onsite for leakage.
- Participate in changing BOP rubber goods.
- Maintain general housekeeping
- Make up high pressure or HWO surface piping

The above statements are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified; nothing restricts the company's right to change, assign, or reassign duties and responsibilities at any time or for any reason.

III. SUPERVISOR RESPONSIBILITIES

Does this position supervise others?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Does a supervisor report to this position?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

IV. EDUCATION & EXPERIENCE

- High School diploma or equivalent
- Six months as a Roustabout or previous employment
- Knowledge of BBS system and risk assessments
- TBT and pre-job planning
- IADC Intro Well Control
- HUET, Water Survival and Basic Firefighting
- Proven capability of operating lay down systems
- Introductory well control processes
- SESI CORE training

V. TECHNICAL SKILLS

- Capable of Rigging
- Ability to identify premium thread pipe, high pressure pipe connections and hydraulic connections, tubulars
- Ability to complete Hazard Materials and MSDS forms
- Ability to work at great heights
- Pipe measurement
- Spill prevention and handling
- Pressure washing and cleaning/waste disposal
- Painting
- Able to Identify certified equipment and understand certification
- Flagman signals for crane operations

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REVISION DATE:			REVISION:	000



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VI. BEHAVIORAL ABILITIES

- **Action Orientation:** Initiating action with a drive to achieve and to be successful in whatever is attempted. High energy with desire to stay busy and engaged.
- **Communication:** Interacting with others through verbal and non-verbal means to present information in an engaging and understandable manner. Using listening and other attending behaviors to gain a shared understanding of the topic at hand.
- **Conscientiousness:** Takes instruction and coaching well. Follows accepted protocols and processes for completing tasks. Delivers commitments when expected or before. Models punctuality and good attendance. Supports group decisions once they have been made. Accepts the leadership of others.
- **Customer Engagement:** Engaging external customers and internal resources to achieve mutually beneficial outcomes in a way that provides an optimal experience for the customer
- **Flexibility:** Adapting to changing demands and circumstances without difficulty. Maintaining composure and effectiveness under demanding circumstances.
- **Interpersonal Effectiveness:** Interacting well with others to achieve goals with minimal conflict and confrontation.
- **Principles & Values:** Behaves consistently with clear personal values that complement those of the organization. Demonstrates the highest standards of ethics and personal values. Knows the right thing to do and had the courage to do it. Places great emphasis on safety and employee/co-worker well-being. Models organizational values by treating people with dignity and respect.

VII. WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

- PHYSICAL REQUIREMENTS**
- Climbing** - ladders, scaffolding, work in overhead areas, etc.
 - Standing** - for extended periods of time without being able to leave the work area
 - Walking** - considerable distances, please indicate
 - Lifting** – Up to 90 pounds. Lifting equipment and assistance provided.
 - Pulling and/or pushing** – on a frequent basis
 - Grasping** - regularly picks up objects with fingers
 - Carrying** - regularly carries objects in his/her arms or on the shoulder(s)
 - Reaching** - regularly required to use hands and arms to reach objects
 - Stooping/Crouching** – regularly required to bend forward by bending at the waist or by bending legs and spine
 - Crawling** - required to work in confined space, crawl and move about on hands and knees
 - Color Determination** – requires color determination (no color blindness)
 - Near Acuity** – requires clarity at 20 feet or more with or without corrective lenses
 - Tasting/Smelling** – requires the ability to distinguish difference in quality of flavors and/or odors, using tongue and/or nose
 - Speaking** - requires expressing ideas by the spoken word
 - Listening** - requires the perception of speech or the nature of sounds in the air

PERSONAL PROTECTIVE EQUIPMENT REQUIRED- check all that apply

Hard Hat Steel Toed Shoes Safety glasses Protective Clothing Ear Protection

ISS approved medical examination upon hire and every 5 years thereafter **OGUK (Oil & Gas UK)** examination required

DOES THIS POSITION REQUIRE A FUNCTIONAL CAPACITY JOB DESCRIPTION YES NO

VII. TRAVEL

What is the % of business travel for this job?	50-75 %
How much international business travel?	0-25%
Does this job require rotating/working in multiple states or countries?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

VIII. APPROVALS/ACKNOWLEDGEMENTS

Acknowledged by:	Name	Signature	Date
Supervisor:	_____	_____	_____
Employee:	_____	_____	_____
Human Resources:	_____	_____	_____