



INTERNATIONAL SNUBBING SERVICES



JOB DESCRIPTION

Job Title:	HWO Operator	Business Unit	BPC-T71
UP Job Title & Code:	Operator HWO T7100055	Former Title & Code	Operator 2 OP008
Reports To (Job Title):	Rig Supervisor	Department	Operating Direct 20
Prepared By:	ISS/BPC Human Resources	Prepared Date:	September 2016

I. GENERAL PURPOSE OF THE JOB

Operate Hydraulic Workover (HWO) unit in well intervention techniques which can be used to install or remove tubular in- or out of static well operations; wells with zero surface pressure and heavy fluid or mud in the wellbore, or are not capable of sustaining natural flow

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and assign responsibilities for rig up of the unit.
- Rig up and function the choke manifold
- Operate jack with tubulars and BHA's
- Provide instruction in the rig-up/down of the unit
- Instruct personnel on inspection and starting on power packs. (Hydraulic or Mud Pump)
- Setting the pumps on hydraulic power pack.
- Operate traveling and stationary slip bowls and demonstrate how to dress the bowls with appropriate dies for tubular requirements to complete the job.
- Instruct personnel on operating counterbalance winches and demonstrate how to adjust hydraulic pressure.
- Follow lift plans for rig-up with two lift concept.
- Operate and train personnel to operate high pressure pumps.
- Instruct personnel on operating tongs correctly to prevent damage to work string.
- Arrange for the layout of BOP and riser assembly to properly space out stack to enable snubbing pipe through the stack during operation.
- Perform Critical Function Tests, Weekly Routine Maintenance Inspections and confirm documentation by personnel.
- Perform Behavior-Based Safety System and Risk Assessments
- Facilitate the Company reporting systems; such as Hazard Hunt, Superior Hazard & Risk Prevention (SHARP), Take 5 and Incident Notification.
- Attend and actively participate in Daily Safety Meetings
- Report any hazards, all near misses, and any injuries immediately to the Supervisor.
- Provide instructions, information, and training in specific Hazards and Safe Work Practices, Spill Prevention and Spill Response.
- Instruct personnel of duties to perform on daily bases when repositioning for training.

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

IV. EDUCATION & EXPERIENCE

- High School diploma or equivalent.
- 5+ years' experience with static well operations
- Knowledge and understanding of the Operation Manuals for 150K, 225K, 340K, 460K and 600K HWO Units, SS 385K, CSU, and HWT
- FAST Training
- Well Control Certification
- HUET, Water Survival and Basic Firefighting Certification
- Advanced knowledge of Lift Plans and Rigging Requirements
- Basic knowledge of API RP 53 and 30 CFR Part 250
- Advanced knowledge of Well Control Equipment including BOP's, Mud Pumps, High Pressure Piping & Choke Manifolds

V. TECHNICAL SKILLS

- Able to perform Well Control Calculations including but not limited to kill weight fluids, hole volumes, pump outputs, circulating rates and AV's .
- Knowledge of fluid transfers and mixing operations for sweeps, increase and decrease fluid density.
- Demonstrate the operation of elevated pipe rack and calculation of pipe weight and safe workloads on decks.
- Identification of BHA and procedures for snubbing same
- Rig-up and operation of King Swivel during milling or drill out operations using pressures up to 5000 psi
- Capable of conduction fishing operations in snub mode
- Testing and Laying out of BOP's for HWO operations
- Ability to run fluid pump
- Ability to determine the placement of guy wires as per engineering design.
- Skidding and moving of HWO unit with/without sub-base.

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REVISION DATE:	SEPTEMBER 2016		REVISION:	001



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VI. BEHAVIORAL ABILITIES

- **Collaboration:** Understanding the importance of relationships to enabling effective teamwork. Modifying personal style, focusing on the needs of others, and listening effectively to ensure effective outcomes for group endeavors.
- **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.
- **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.
- **Technical Expertise:** Synthesizing knowledge of the field and presenting it in an appropriate manner. Handling collection, analysis, and presentation of organizational data that enhances decision making. Having a technical impact beyond the immediate department or group.

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 75 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:	Chris Dontje	_____	_____
Employee:	Fon Yan Chan	_____	_____
Human Resources:	Karin Hogeveen	_____	_____