



## Job Description Flowback Operator III

<b>Job Title:</b>	Flowback Operator III	<b>Job Holder:</b>	Name
<b>Reports To (Title):</b>	Operations Manager	<b>Location:</b>	
<b>Prepared By:</b>		<b>Date:</b>	Date
<b>Job Scope:</b>			
<p>Company supplies personnel and equipment for Flowback Services including but not limited to: Stimulation Flow Backs, In line Tests, , and Exploration or Production Testing to its' customers.</p> <p>The purpose of this position is a lead role on location in support of this business line directly in the field.</p>			
<b>Principal Accountabilities:</b>			
1.	Lead employee on site responsible for all Crew activities, procedures, and documentation on Site.		
2.	Responsible for correct equipment being shipped and arriving on site for the job or job type to be undertaken.		
3.	Professionally manage entire Site crew and perform activities which include but are not limited to Exploration / Production / In Line Flowback, Stimulation Recovery and or Flow Back to Customer.		
4.	Correct and complete inventory of equipment recorded via Material Transfers and or Field Service Tickets upon delivery to and receipt from the Rig Site.		
5.	Track status and condition of assigned Equipment and take responsibility on Site for same.		
6.	Continuously updating of activities through Reporting to Operations.		
7.	Recording and submission of all chargeable and non-chargeable activities inclusive of Services as well as maintenance and repairs to Customer and Company Operations.		
8.	Supervision of Repair and Service of Equipment and recording of both in Cooperation with Staff.		
9.	On-going communications including daily reporting of data and public relations with Site and office home-based Customers.		
10.	Service and care of any assigned field service vehicle, assigned tools, and control of any inventory carried in field service vehicle.		
11.	On-going training of Company Trainees, Operators I and II on location.		
<b>Organisation:</b>			
<b>Immediate Supervisor</b>	<b>Position:</b>	Operations Manager	
	<b>Function:</b>	Management of all Flowback field activities in the Area.	
<b>Immediate Subordinates:</b>		Flowback Trainees, Operators I, Operators II and Shop personnel.	
<b>Dimensions:</b>			
<p>Flowback jobs inherently have cost exposure due to the number of personnel on a crew and revenues can be significant on a daily basis. Due to the Well Control aspect and handling and storage of effluent the exposure to liabilities may be significant. Supervision and training of employees by this position is critical to long term growth and improved Safety.</p>			
<b>Job Context and Main Activities:</b>			
<p>Field Management of Flowback Crew, Equipment, and Service as the <u>Primary Company Representative</u> on site.</p> <p>Responsible for HSE <u>procedures</u> and <u>documentation</u> on Site for overall Flowback Operations.</p>			



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Responsible for accurate data gathering and reporting to Customer on site.

Job is on-call basis and requires the Day Supervisor to report to job site when assigned by Operations Manager and also to maintain daily communication with Operations Manager when not on vacation or days off.

Long shifts, regularly 12 hours on site.

Requires extensive travel both within and outside of the Area.

Extended stays away from home in Motels or camps are anticipated.

Requires occasional strenuous activities including walking, bending, climbing, and being able to lift a maximum of 100lbs. as may be required on Site

The job requires direct contact with the other crew members and Customer Representatives as well as other Services on location.

The Day Supervisor is directly responsible and accountable for: regular inspection, inventory, and function and pressure testing.

Any required paperwork i.e. MSA, Daily Reports, Material Transfers, and Service Tickets must be maintained and accurate.

All Repairs and Maintenance must be properly recorded both in the field and back at the shop to ensure records are accurate.

Direct communication is required with Operations Supervisors and Manager or where applicable Management.

Responsible for Training and Safety of all Company staff on job site.

### Relationships:

#### Internal Contacts

Primary contact for this position is the Operations Manager.

Secondly contact with Field Supervisor and Administration is required.

Contact with shop technicians is required to coordinate service and maintenance of equipment.

Contact with Management for disciplinary, promotion, or other issues concerning the Area or Job Site over all.

Contact with Sales for coordination of job planning.

#### External Contacts

Customer Representatives, Rig Staff, other Service Operators or Staff.

Vendors specific to field operations.

### Health & Safety

Safety Critical Role Yes

#### **All Employees**

As a minimum the incumbent must:

- a) Take reasonable care to prevent harm to themselves
- b) Consider the potential for harm to others or the environment that may be caused by their acts or omissions
- c) Work in accordance with information and training provided
- d) Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health, Safety and Environmental reasons
- e) Report any hazardous defects in plant, equipment and workplace, or shortcomings in the existing controls, to a responsible person without delay
- f) Not undertake any task for which authorisation and / or training has not been given



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### **Responsibilities of Managers and Supervisors**

The incumbent is responsible for ensuring that the HSE Management System is implemented within the operations under their control. The incumbent must actively monitor the workplace to ensure that acceptable standards are maintained. Where risks are identified the incumbent must ensure that these risks are controlled, so far as is reasonably practicable.

The incumbent's duties include:

- a) Ensuring that employees, contractors and visitors are aware of any and all relevant HSE procedures
- b) Establishing that all equipment, plant and substances used are suitable used for the task and are kept in good working conditions: this includes the regular maintenance and servicing of equipment
- c) Providing adequate training, information, instruction and supervision to ensure that work is conducted without harm to people or the environment
- d) Taking immediate and appropriate steps to investigate and rectify any risks to people or the environmental arising from work activity
- e) Bringing to the prompt attention of senior management any HSE issues that requires their attention
- f) Ensuring that all incidents are properly recorded and reported and that an investigation is carried out to establish and rectify root causes
- g) Actively participating in the HSE management system



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### Job Challenges:

Often the role is critical to Well Control.

Working with High Pressure, Hydrogen Sulphide, CO2, Abrasives, Chemicals, Acid, and other Services.

Decision making and ability to react based on Customer needs and Safe Work Practices.

Must take instruction well and have willingness to work at close proximity with other staff.

Long hours of work and driving at times.

Critical paperwork issues for Safety, Billings, Quality Assurance and Inventory Control.

Dealing with difficult and varied personalities of crew and other site personnel.

Requires good computer skills and good literacy.

Must have very good organizational skills and be prepared for on call duties on a 24 Hr. basis.

### Job Knowledge and Experience:

Minimum 4 years on land Flowback in varied applications

Excellent knowledge of pneumatics and instrumentation.

Driving skills which reflect safety and skill in off road or remote conditions.

Good computer skills and literacy.

High School diploma or equivalent. Extensive Oilfield Experience acceptable as an off set to minimal Education.

First-aid. PEC Safe Land/ HS2 Clear preferred.

### Job Description Agreed By:

<b>Job Holder</b>		<b>Date:</b>	
<b>Supervisor</b>		<b>Date:</b>	