
Technical Specialist – Blowout Preventers **Job Description**

Summary

Assist and conduct surveys of drilling rigs to ascertain condition of blowout preventer equipment and controls, and to determine repairs required for drilling rigs to meet regulatory, API and good industry standards. Work closely with superintendents and VP Operations and Engineering.

Essential Duties and Responsibilities. Other duties may be assigned.

- Assess blowout preventer (BOP) equipment as outlined in the inspection checklist and/or workscope. Troubleshoot all components and control systems.
- Generate rig-specific checklist:
 - Verify equipment list.
 - Ensure assessment procedure is equipment-specific.
 - Review and update equipment history from previous surveys.
 - Ensure assessment procedure is client specific and includes any client specific assessment points.
 - i. Ensure special one-time-only assessment points are included.
 - Understand and apply assessment points included in the inspection checklist.
- Generate new inspection procedures as required.
- Identify and document new lessons learned. Where appropriate, incorporate lessons learned into inspection checklists and procedures to help prevent recurrences.
- Apply API and regulatory body rules, regulations, and recommendations.
- Field support:
 - Review surveyor reports from the field. Verify accuracy of statements and attachments. Perform gap analysis to ensure defects not overlooked. Ensure reports distributed as required, both to client and in-house.
 - Generate and distribute anomaly reports if new or unusual failure modes or design shortcomings identified.
 - Locate and provide any technical information to surveyor that may be required. This may include in-house information, research or discussions with manufacturers to obtain unreleased information.

- Trip reports:
 - Review trip reports after clerical review. Verify accuracy of statements and attachments. Rewrite or reword as required to improve flow, accuracy and ease of comprehension. Revert to surveyor with comments and enhancements.
 - Review photographs and manipulate as required to ensure the primary subject is identified or emphasis added as needed. Edit captions.
 - Verify recommendation summary is accurate and complete.
 - Verify inspection checklist is properly completed and accurate.
- Final review of report prior to distribution.
 - Project support - attend meetings with clients to develop scope of project, including:
 - Risk assessment,
 - Develop SIT and FAT test procedures,
 - Commissioning procedures,
 - Operating procedures,
 - Predictive testing requirements,
 - Geographical specific minimum spare parts requirements,
 - Safety considerations.
- Perform assessment surveys, and generate trip reports personally as required.
- Observe all site-specific safety rules as well as WEST safety rules. Ensure WEST employees review appropriate safety information.
- Training/Seminars
 1. Mature seminars
 - Assist in upgrading existing seminar material with new equipment information, operational procedures and graphics.
 2. New seminars
 - Assist in development of seminars on recently developed equipment using all resources available, including creating schematic diagrams and drawing.
- Identify potential sources of downtime, whether included in the ATP or not, and bring forward in reports to customers.
- Establish and maintain a good working relationship with client and drilling contractor personnel.

Marketing duties and responsibilities include the following:

- Meet with management representatives such as drilling managers, engineers, or other professional and technical personnel at commercial, industrial, and other establishments to discuss status of on going projects.
- Review drawings, plans, and other customer documents to develop workscope and assist in generating proposal.

- Understand client needs and how WEST can provide value-added services.
- Assist in developing or proposing changes in equipment, processes, or use of materials or services which would result in cost reduction or improvement in operations.
- Assist in providing technical services to clients relating to use, operation and maintenance of equipment.

Education and/or Experience

Ten years or more related experience and/or training; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Windows, MS-Word, MS-PowerPoint, and MS-Excel. Knowledge of MS-Project is a plus.