
Technical Specialist – Drilling Systems **Job Description**

Essential Duties and Responsibilities. Other duties may be assigned.

- Development and teaching of drilling systems seminars
- Review existing references in survey worksheet for correctness
- Review the following documentation for points/references to add to inspection checklist
 - Operator's standards and procedures
 - API, IEEE, NEC and regulatory documents
 - Alerts and technical bulletins
 - Equipment manuals
- Prepare and review inspection procedures
- RigLore library - review current items to ensure they are current and applicable, review new items for inclusion in inspection checklist, inspection procedures, etc
- Update RigLore, lessons learned, inspection procedures and rig histories
- Technical review of daily reports and final reports. Training surveyors on improving technical writing skills
- Other work as directed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year 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 Word and Microsoft Excel. FrontRange Goldmine or similar CRM experience a plus.