

# Huracan Australia Personnel Manual

Huracan Pty Ltd

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Huracan Pty Ltd  
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Revision 1.1



## Huracan Australia Personnel Manual Revision

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1.1	K. Hollingworth	J. Hollingworth	11-Dec-15	Periodical review and minor changes

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## 1 DOCUMENT CONTROL

### 1.1 REVIEW AND UPDATE PROCEDURES

This document is a 'live' document that shall be reviewed and updated as per the Huracan Document Control and Revision Standard.

It is also to be reviewed immediately after any of the following occur;

- Major operational incident (i.e. increased apparent risk)
- Significant operational, procedural, work practice or technology change
- New or amended safety codes, safety requirements or standards are issued.
- When required by relevant State and Federal Government legislation.

Huracan Management is responsible for the review and revision of this document. The updated document is to carry a new revision date, and are circulated once the revision has been approved, by the following levels of Management:

- Operations Manager – Huracan.
- HSE Manager – Huracan.

### 1.2 DISTRIBUTION

Requested changes to the Distribution List are to be addressed to Huracan Management.

### 1.3 DOCUMENT UPDATES

Only registered copies of the document shall be updated. This document becomes uncontrolled when printed.

### 1.4 DOCUMENT PUBLICATION AND DISPLAY

This document shall be displayed at all times and shall be open for inspection by anyone to whom the plan or part of the plan may affect or apply to.

### 1.5 DISPLAY LOCATIONS

This document shall be available for display at the following locations;

- Huracan Office
- Huracan Internal Website

## 2 OVERVIEW

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Huracan strives to provide the best work environment and conditions for its employee's and recognises its duty of care towards them. This manual has been written with the Fair Work Handbook and the National Employment Standard as a guide and at all times Huracan has attempted, where possible provide better than the standard award for its employee's.

### 3 THIS MANUAL

This manual is for employers and managers, and is about rights and responsibilities under the Fair Work Act 2009 (FW Act). Contained within it is information on Huracan employee's entitlements and rights as well as guidelines on National Employment Standards and the Fair Work Act.

### 4 NATIONAL EMPLOYMENT STANDARDS

From the 1 Jan 2010, the National Employment Standard (NES) has provided a safety net for all employees covered by the national workplace relations system. The 10 NES are:

1. Maximum weekly hours of work - 38 hours per week, plus reasonable additional hours.
2. Requests for flexible working arrangements - an entitlement allowing employees in certain circumstances as set out in the Fair Work Act 2009 to request a change in their working arrangements because of those circumstances.
3. Unpaid parental leave and related entitlements up to 12 months unpaid leave, plus other entitlements. These include the right to request an extra 12 months unpaid leave and the right to return to the pre-parental leave position.
4. Annual leave - 4 weeks paid leave per year, plus an extra week for some shift workers.
5. Personal / carer's leave and compassionate leave - 10 days paid personal / carer's leave per year, 2 days unpaid carer's leave as needed, and 2 days compassionate leave (unpaid for casuals) as needed.
6. Community service leave - unpaid leave for voluntary emergency activities and leave for jury service.
7. Long service leave (LSL) - an entitlement for some employees with LSL entitlements before 1 January 2010, pending a uniform national LSL standard.
8. Public holidays - a paid day off on a public holiday, except where reasonably requested to work.
9. Notice of termination of employment and redundancy pay - based on age and/or length of service.
10. Provision of a Fair Work Information Statement (FWIS) - employers must provide this statement to all new employees. Download the FWIS from [fairwork.gov.au/fwis](http://fairwork.gov.au/fwis).

The NES underpins modern awards, enterprise agreements (EAs) and employment contracts. These may contain extra terms or entitlements, but can't remove or reduce an employee's rights under the

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NES. There are rules about how and when the NES apply. Some NES don't apply to casual employees. For more information about the NES visit <http://fairwork.gov.au/nas>. You can use the Pay and Conditions Tool (PACT), available at <http://fairwork.gov.au/leave>, to calculate annual and personal leave under the NES.

## 5 MODERN AWARD

Huracan personnel are covered by the "Hydrocarbons Industry (Upstream) Award 2010". For details visit <http://awardviewer.fwo.gov.au/award/show/MA000062>. This has been used for the basis of penalties and other associated allowances and bonuses.

## 6 TYPES OF EMPLOYMENT

An employee may be engaged on a full-time, part-time or casual basis.

### 6.1 FULL-TIME EMPLOYMENT

A full-time employee is an employee who is engaged to work an average of 38 ordinary hours per week.

covered by the "Hydrocarbons Industry (Upstream) Award 2010".

### 6.2 PART-TIME EMPLOYMENT

A part-time employee is an employee who:

- (i) is engaged to work an average of fewer than 38 ordinary hours per week;and
- (ii) receives, on a pro rata basis, equivalent pay and conditions to those of full-time employees who do the same kind of work.

For each ordinary hour worked, a part-time employee will be paid no less than 1/38th of the minimum weekly rate of pay for the "Hydrocarbons Industry (Upstream) Award 2010".

An employer must inform a part-time employee of the ordinary hours of work and starting and finishing times. All time worked in excess of these hours will be paid at the appropriate overtime rate.

### 6.3 CASUAL EMPLOYMENT

A casual employee is one engaged and paid as such. A casual employee's ordinary hours of work are the lesser of an average of 38 hours per week or the average hours required to be worked by the employer per week over the work cycle.

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For each hour worked, a casual employee will be paid no less than 1/38th of the minimum weekly rate set out in the “Hydrocarbons Industry (Upstream) Award 2010”, plus a casual loading of 25%. The minimum engagement for a casual will be one day.

The casual loading is paid instead of annual leave, paid personal/carer’s leave, notice of termination, redundancy benefits and the other attributes of full-time or part-time employment.

## 7 ANNUAL SALARY

Permanent Huracan employee’s will be paid an annual salary based on their seniority, position within the company and their skill level. Salary will be paid in monthly components by electronic funds transfer. Unless, specified otherwise, base salary are all-inclusive and takes into account all responsibilities, allowances, loading, penalties and other factors associated with the work, location and environment factors and include payment for all hours including public holidays necessary to undertake your assigned duties.

Casual and Part-time Huracan employee’s will be paid a pro-rata rate based on their seniority, position within the company and their skill level plus any casual loading and other such entitlements.

## 8 WELLSITE ALLOWANCE

A wellsite allowance is payable for work performed per 24 hr period as specified according to your position within the company and their skill level and seniority.

## 9 SUPERANNUATION

Superannuation Guaranteed contribution (SGC) of 9.5% paid into a super fund of your choice.

*The SG rate will now remain at 9.5% till July 2021 when it will increase to 10% followed by incremental increases to 12% by July 2025.*

## 10 HOURS OF WORK AND DAYS OFF ACCRUAL

Your hours of work will be in accordance with the applicable roster at your work location and assigned by your Location Manager or Operation Manager.

Your hours of work may be altered from time to time to meet the operational requirements of the business, and all reasonable efforts will be carried out to ensure you are notified of any roster changes within a reasonable notice period.

The hours of work including the working of unrestored hours will be managed to ensure safe work practices and the avoidance of fatigue.

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### 10.1 FIELD BASED PERSONNEL DAYS OFF ACCRUAL

Field based personnel will be required to work a 7 day week and will accrue 0.4 days off for each workshop day.

Field Personnel will accrue 0.6 days for each day worked on a customers location.

Field Personnel will accrue 1.0 day for each public holiday worked.

Training days will be "Null" days, and will neither accrue nor lose a day.

### 10.2 OFFICE BASED PERSONNEL DAYS OF ACCRUAL

Office personnel work a 5 day week and will accrue 0.4 days off for each workshop day.

Office Personnel will accrue 0.6 days for each day worked on a customers location.

Office Personnel will accrue 1.0 day for each public holiday worked.

Training days will be "Null" days, and will neither accrue nor lose a day.

## 11 LEAVE ENTITLEMENTS

### 11.1 ANNUAL LEAVE

This clause of the award supplements the provisions of the NES which deal with annual leave. Annual leave does not apply to casual employees.

For the purposes of the provisions of the NES which deal with annual leave, shiftworker means a continuous shiftworker.

Arrangements for taking leave

(a) Where an employee works in a remote location or on cycle work made up of working days and non-working days, a period of paid annual leave includes working and non-working days during the period.

(b) Where an employee works in a remote location or on cycle work made up of working days (on-duty period) and non-working days (off-duty period), an employer may reasonably require that:

- (i) any period or periods of annual leave taken by the employee must be a multiple of the on-duty period under the employee's work cycle roster; or
- (ii) the employee take annual leave as provided in the roster cycle.

#### 11.1.1 ANNUAL LEAVE LOADING

The employee is entitled to leave loading of 17.5% of their standard weekly wage.

#### 11.1.2 TAKING OF ANNUAL LEAVE DURING SHUT-DOWNS OR LAY-UPS

An employer may direct an employee to take paid annual leave during all or part of a period where the employer shuts down the business or part of the business where the employee works. If an

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employee does not have sufficient accrued annual leave for the period of the shut-down, then the employee may be required to take leave without pay.

Where it is necessary for a drilling rig to lay up for repairs, survey or maintenance or where the rig cannot be usefully employed for any cause beyond the employer's control, the employer may require an employee to take accrued annual leave by giving not less than one week's notice (or where agreed, leave in advance).

#### 11.1.3 TAKING OF ANNUAL LEAVE ON EXCESSIVE ACCRUAL

An employer may direct an employee to take paid annual leave if the employee has accrued more than eight weeks or, in the case of continuous shiftworkers, 10 weeks paid annual leave, and the employer and employee are unable to reach agreement on the taking of the leave. An employer must give an employee at least 28 days' notice prior to the date the employee is required to commence the leave.

#### 11.1.4 TAKING OF ANNUAL LEAVE OVER AN EXTENDED PERIOD

An employer and employee may agree that the employee can take a period of paid leave over a longer period. Where this occurs, the payment for the leave will be reduced in proportion to the period of extension. For example, it may be agreed that the leave period is doubled and taken on half pay.

#### 11.1.5 LEAVE IN ADVANCE

An employee may agree with their employer to take annual leave in advance of an entitlement accruing under the NES. Where this occurs, the employee's leave balance will be reduced by an amount equivalent to the leave taken in advance as the employee's entitlement to paid annual leave accrues.

The employer may deduct from the employee's termination payments, leave taken in advance where the entitlement to that leave has not accrued as at the date of termination.

### 11.2 LONG SERVICE LEAVE

Employees are entitled to take 8.6667 weeks of paid long service leave after a period of 10 years' continuous service.

When an employee has completed their first 10 years' of continuous service, they are entitled to take an additional 4.3333 weeks' paid long service leave once they have completed a further 5 years' continuous service. For continuous service beyond this point, access to further leave accrued is not subject to a qualifying period.

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Long service leave to which employees are entitled, but has not been taken, is payable on termination.

### 11.3 SICK AND CARER'S LEAVE

Sick and carer's leave (also known as personal leave or personal / carer's leave) lets an employee take time off to help them deal with personal illness, caring responsibilities and family emergencies.

Sick leave can be used when an employee is ill or injured.

An employee may have to take time off to care for an immediate family or household member who is sick or injured or help during a family emergency. This is known as carer's leave but it comes out of the employee's personal leave balance.

The National Employment Standards includes both paid and unpaid leave entitlements. For more information go to:

Paid sick and carer's leave

Unpaid carer's leave.

Immediate family members or household member is a:

- spouse
- de facto partner
- child
- parent
- grandparent
- grandchild
- sibling, or
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner.
- A household member is any person who lives with the employee.

Employees get:

10 days each year for full-time employees

pro rata of 10 days each year depending on their hours of work for part-time employees.

The balance at the end of each year carries over to the next year.

If a person resigns or is made redundant then Huracan is not required to pay out sick leave.

### 11.4 COMMUNITY SERVICE LEAVE

Employees, including casual employees, can take community service leave for certain activities such as:

Voluntary emergency management activities

With the exception of jury duty, community service leave is unpaid.

Voluntary emergency management activity

An employee engages in a voluntary emergency management activity if:

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the activity involves dealing with an emergency or natural disaster  
 the employee engages in the activity on a voluntary basis  
 the employee was either requested to engage in an activity, or it would be reasonable to expect that such a request would have been made if circumstances had permitted  
 the employee is a member of, or has a member-like association with a recognised emergency management body.

Recognised emergency management body

A recognised emergency management body is:

- a body that has a role or function under a plan that is for coping with emergencies / natural disasters (prepared by the Commonwealth or a state or territory)
- a fire-fighting, civil defence or rescue body
- any other body which is mainly involved in responding to an emergency or natural disaster.

This includes bodies such as:

- the State Emergency Service (SES)
- Country Fire Authority (CFA)
- the RSPCA (in respect of animal rescue during emergencies or natural disasters).

#### 11.4.1 HOW MUCH LEAVE IS AN EMPLOYEE ENTITLED TO?

An employee is entitled to take community service leave while they are engaged in the activity and for reasonable travel and rest time. There is no limit on the amount of community service leave an employee can take.

#### 11.4.2 ARE THERE NOTICE AND EVIDENCE REQUIREMENTS?

An employee who takes community service leave must give their employer:

- notice of the absence as soon as possible (this may be after the leave starts)
- the period or expected period of absence.

An employer may request an employee who has given notice, to provide evidence that they're entitled to community service leave.

### 11.5 JURY DUTY

Jury duty, also known as jury service, is a type of community service leave.

Employees, including casual employees, can take leave to attend jury selection and jury duty.

#### 11.5.1 NOTICE AND EVIDENCE

Employees must advise their employers of the period or expected period of leave as soon as possible. If an employee requests leave they need to provide evidence showing they attended jury selection or jury duty.

#### 11.5.2 PAYMENT FOR JURY DUTY

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An employee, other than a casual employee, has to be paid 'make-up pay' for the first 10 days of jury selection and jury duty. Make-up pay is the difference between any jury duty payment the employee receives (excluding any expense-related allowances) from the court and the employee's base pay rate for the ordinary hours they would have worked.

Before paying make-up pay, an employer may request evidence from the employee to show:

- that the employee has taken all necessary steps to obtain jury duty pay
- the total amount of jury duty pay that has been paid or will be payable to the employee for the period.

If the employee can't provide evidence, they won't be entitled to make-up pay.

*Example: Payment for jury duty*

*Julie was required to attend jury selection and was chosen for the jury. The jury service lasted 12 days. She provided her employer with evidence that she had been paid \$60 per day by the court. Julie's base pay rate is \$140 per day. Her employer paid her 'make-up pay' of \$80.00 per day for 10 days. For the remaining 2 days she did not receive payment from her employer.*

## 11.6 MATERNITY AND PARENTAL LEAVE

Employees can get parental leave when a child is born or adopted. Parental leave entitlements include:

- maternity leave
- paternity and partner leave
- adoption leave
- special maternity leave
- a safe job and no safe job leave
- a right to return to old job.

What is parental leave?

Parental leave is leave that can be taken when:

- an employee gives birth
- an employee's spouse or de facto partner gives birth
- an employee adopts a child under 16 years of age.

Employees are entitled to 12 months of unpaid parental leave. They can also request an additional 12 months of leave.

Pre-adoption leave

Employees who are taking parental leave to care for an adopted child are also entitled to 2 days unpaid pre-adoption leave to attend relevant interviews or examinations.

This leave can't be used if an employer tells an employee to take another type of leave (eg. paid annual leave).

All employees in Australia are entitled to parental leave.

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Employees are able to take parental leave if they:

- have worked for their employer for at least 12 months:

- before the date or expected date of birth if the employee is pregnant

- before the date of the adoption, or

- when the leave starts (if the leave is taken after another person cares for the child or takes parental leave)

- have or will have responsibility for the care of a child.

Casual employees

For casual employees to be eligible for unpaid parental leave they need to have:

- been working for their employer on a regular and systematic basis for at least 12 months

- a reasonable expectation of continuing work with the employer on a regular and systematic basis, had it not been for the birth or adoption of a child.

Having another child

Employees who have taken parental leave don't have to work for another 12 months before they can take another period of parental leave with that same employer.

However if they have started work with a new employer they will need to work with that employer for at least 12 months before they can take parental leave.

There are different arrangements for employees when a transfer of business occurs. See Employee entitlements on a transfer of business for more information.

## 12 TERMINATION OF EMPLOYMENT

Notice of termination is provided for in the NES. Individual employment Contract will stipulate required time period required for notice.

### 12.1 NOTICE OF TERMINATION

The notice of termination required to be given by an employee is the same as that required of an employer except that there is no requirement on the employee to give additional notice based on the age of the employee concerned. If an employee fails to give the required notice the employer may withhold from any monies due to the employee on termination under this award or the NES, an amount not exceeding the amount the employee would have been paid under this award in respect of the period of notice required by this clause less any period of notice actually given by the employee.

### 12.2 JOB SEARCH ENTITLEMENT

Where an employer has given notice of termination to an employee, an employee must be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. The time off is to be taken at times that are convenient to the employee after consultation with the

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employer, provided that this provision will not apply where the employee performs remote work and suitably qualified employees are not available to provide relief work without disruption to rostering arrangements or there would be any adverse impact to the health and safety of the employer's operations.

## 13 DISPUTE RESOLUTION

In the event of a dispute about a matter under this award, or a dispute in relation to the NES, in the first instance the parties must attempt to resolve the matter at the workplace by discussions between the employee or employees concerned and the relevant supervisor.

If such discussions do not resolve the dispute, the parties will endeavour to resolve the dispute in a timely manner by discussions between the employee or employees concerned and more senior levels of management as appropriate.

If a dispute about a matter arising under this award or a dispute in relation to the NES is unable to be resolved at the workplace, and all appropriate steps have been taken, a party to the dispute may refer the dispute to the Fair Work Commission.

The parties may agree on the process to be utilised by the Fair Work Commission including mediation, conciliation and consent arbitration.

Where the matter in dispute remains unresolved, the Fair Work Commission may exercise any method of dispute resolution permitted by the Act that it considers appropriate to ensure the settlement of the dispute.

An employer or employee may appoint another person, organisation or association to accompany and/or represent them for the purposes of this clause.

While the dispute resolution procedure is being conducted, work must continue in accordance with this award and the Act.

Subject to applicable occupational health and safety legislation, an employee must not unreasonably fail to comply with a direction by the employer to perform work, whether at the same or another workplace, that is safe and appropriate for the employee to perform.

Visit [fairwork.com.au](http://fairwork.com.au) or contact the FW info line on 13 13 94.

## 14 MISCONDUCT AND DISCIPLINARY ACTION

In the case of worker failure to adhere to Huracan's policies and standards, Huracan employ's a "Employee Accountability Workflow". This is a systematic approach to applying action dependant

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on if the actions and intentions were due to malice or complacency or a failure of the Huracan management system.

When a breach has been found, a HSE or SQ investigation will be initiated and on conclusion of the “Root Cause Analysis” findings, the Huracan “Employee Accountability Workflow” will be used to decide on the required disciplinary action.

The Huracan Employee Accountability Workflow can be found in Appendix B.



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## APPENDIX A - FAIR WORK INFORMATION SHEET


**Fair Work**  
**OMBUDSMAN**
**Fair Work**  
**Information Statement**

From 1 January 2010, this Fair Work Information Statement is to be provided to all new employees by their employer as soon as possible after the commencement of employment. The Statement provides basic information on matters that will affect your employment. If you require further information, you can contact the **Fair Work Infoline** on 13 13 94 or visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

#### ▲ The National Employment Standards

The *Fair Work Act 2009* provides you with a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).

##### There are 10 minimum workplace entitlements in the NES:

1. A maximum standard working week of 38 hours for full-time employees, plus 'reasonable' additional hours.
2. A right to request flexible working arrangements.
3. Parental and adoption leave of 12 months (unpaid), with a right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata).
5. Ten days paid personal/carer's leave each year (pro rata), two days paid compassionate leave for each permissible occasion, and two days unpaid carer's leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. Public holidays and the entitlement to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right for new employees to receive the Fair Work Information Statement.

A complete copy of the NES can be accessed at [www.fairwork.gov.au](http://www.fairwork.gov.au). Please note that some conditions or limitations may apply to your entitlement to the NES. For instance, there are some exclusions for casual employees.

If you work for an employer who sells or transfers their business to a new owner, some of your NES entitlements may carry over to the new employer. Some NES entitlements which may carry over include personal/carer's leave, parental leave, and your right to request flexible working arrangements.

#### ▲ Right to request flexible working arrangements

Requests for flexible working arrangements form part of the NES. You may request a change in your working arrangements, including changes in hours, patterns or location of work from your employer if you require flexibility because you:

- are the parent, or have responsibility for the care, of a child who is of school age or younger
- are a carer (within the meaning of the *Carer Recognition Act 2010*)
- have a disability
- are 55 or older
- are experiencing violence from a member of your family or
- provide care or support to a member of your immediate family or household, who requires care or support because they are experiencing violence from their family.

If you are a parent of a child or have responsibility for the care of a child and are returning to work after taking parental or adoption leave you may request to return to work on a part-time basis to help you care for the child.

#### ▲ Modern awards

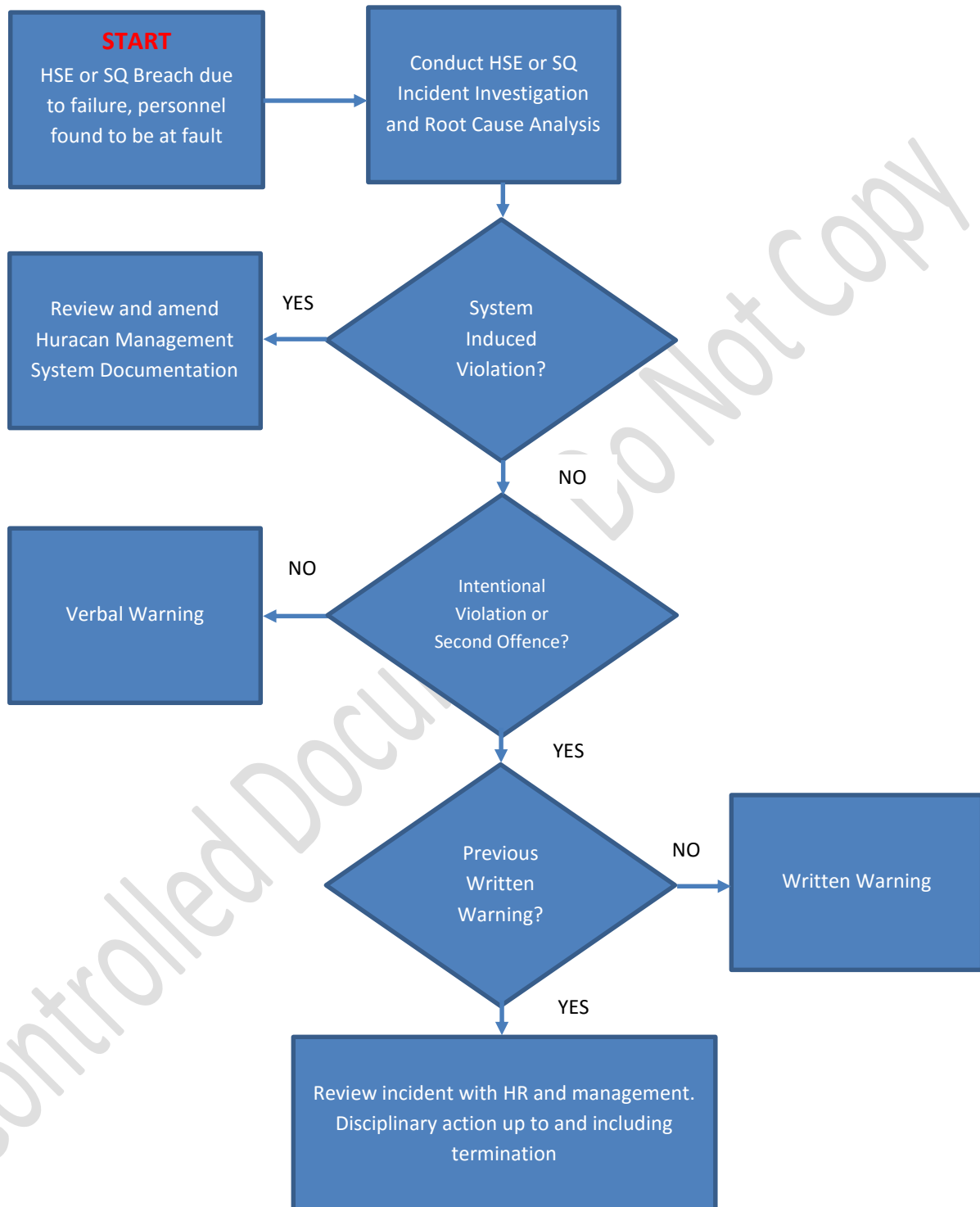
In addition to the NES, you may be covered by a modern award. These awards cover an industry or occupation and provide additional enforceable minimum employment standards. There is also a Miscellaneous Award that may cover employees who are not covered by any other modern award.

Modern awards may contain terms about minimum wages, penalty rates, types of employment, flexible working arrangements, hours of work, rest breaks, classifications, allowances, leave and leave loading, superannuation, and procedures for consultation, representation, and dispute settlement. They may also contain terms about industry specific redundancy entitlements.

If you are a manager or a high income employee, the modern award that covers your industry or occupation may not apply to you. For example, where your employer guarantees in writing that you will earn more than the high income threshold, currently set at \$136,700 per annum and indexed annually, a modern award will not apply, but the NES will.

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**APPENDIX B – HURACAN ACCOUNTABILITY WORKFLOW**


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## APPENDIX C – GYRO TECHNICIAN JOB DESCRIPTION

### Accountability Objectives:

Under direct supervision, Leans to perform basic jobs as required in the servicing of an oil or gas well and the maintenance and repair of service unit, tools and equipment through self-study and on-the-job training

### Critical Achievements Area:

Maintains a safe working environment by promoting safe working practices and attitudes.  
Ensures a high quality of service by maintaining the equipment in top working condition.  
Pursue self training according to the Huracan training matrix in order to be promoted on or before the assigned due dates.  
Develops the competence of the cell crew by providing assistance and guidance to develop a highly effective team.

### Organizational Relationship:

Reports to: Operations Manager.

### Responsibilities:

#### TECHNIQUE:

- Identifies the tools and associated equipment required to run all services in the location.
- Briefs and Debriefs 75% of jobs with Operations manager, with a view to develop a Service Quality Improvement Plan.
- Ensures the documentation of all CMSL SQ incidents within 24 hours of incident and analyses plans and closes all CMS incidents within two month.
- Calibration and maintenance checks of all tools and equipment assigned.
- Ensure all Ready Boxes assigned are complete and ready at all times.
- To promote and sell Huracan services and ensure all products offered meet the customer's needs.
- Inspects, maintains and repairs tools, unit or truck, vehicles and associated equipment according to Huracan's QMS program.
- To control quality of service during all phases of operations and ensures that high quality data are delivered on time and correct to the customer.
- Reports all malfunctions or suspected areas of trouble to the appropriate shop personnel and keeps the Operations Manager informed at all times.

#### TRAINING:

- Ensure all tasks in the training program are completed on or before the target dates.
- Familiarises themselves with new tools, equipment and methods.
- Attends special tool seminars as required.

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- Provides leadership, training assistance and guidance to less experienced ST's.

**SAFETY:**

- Promotes safety-conscious attitude, wears proper safety equipment and follows all safety rules and regulations.
- Safely operates, maintains and drives any vehicles in the area.
- Organises and presents safety meetings as directed by the Operations manager.
- Actively participates in safety reporting and follow-up action.
- Follows rigorously the company Drug and Alcohol Abuse Policy.

**GENERAL:**

- Presents attitude in shop and field to enhance Company image and promote customer relations.
- In the interest of safety and Company image, the uniform supplied must be worn at all times while working.
- Is available for work at all times, given a reasonable amount of notice.
- Treats all information gathered in the course of duty as confidential.
- Protects supplies and confidential material from pilferage and unauthorized access.

## APPENDIX D – GAUGE TECHNICIAN JOB DESCRIPTION

**Accountability Objectives:**

Under direct supervision, Leans to perform basic jobs as required in the servicing of an oil or gas well and the maintenance and repair of service unit, tools and equipment through self-study and on-the-job training

**Critical Achievements Area:**

- Maintains a safe working environment by promoting safe working practices and attitudes.
- Ensures a high quality of service by maintaining the equipment in top working condition.
- Pursue self training according to the Huracan training matrix in order to be promoted on or before the assigned due dates.
- Develops the competence of the cell crew by providing assistance and guidance to develop a highly effective team.

**Organizational Relationship:**

Reports to: Operations Manager.

**Responsibilities:****TECHNIQUE:**

- Identifies the tools and associated equipment required to run all gauges and gauge types in the location.

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- Briefs and Debriefs 75% of jobs with Operations manager, with a view to develop a Service Quality Improvement Plan.
- Ensures the documentation of all CMSL SQ incidents within 24 hours of incident and analyses plans and closes all CMS incidents within two month.
- Calibration and maintenance checks of all tools and equipment assigned to them.
- Ensure all Ready Boxes assigned are complete and ready at all times.
- To promote and sell Huracan services and ensure all products offered meet the customer's needs.
- Inspects, maintains and repairs tools, installation package, vehicles and associated equipment according to Huracan's QC program.
- To control quality of service during all phases of operations and ensures that high quality data are delivered on time and correct to the customer.
- Reports all malfunctions or suspected areas of trouble to the appropriate shop personnel and keeps the Operations Manager informed at all times.

**TRAINING:**

- Ensure all tasks in the training program are completed on or before the target dates.
- Familiarises themselves with new tools, equipment and methods.
- Attends special tool seminars as required.
- Provides leadership, training assistance and guidance to less experienced GT's.

**SAFETY:**

- Promotes safety-conscious attitude, wears proper safety equipment and follows all safety rules and regulations.
- Safely operates, maintains and drives any vehicles in the area.
- Organises and presents safety meetings as directed by the Operations manager.
- Actively participates in safety reporting and follow-up action.
- Follows rigorously the company Drug and Alcohol Abuse Policy.

**GENERAL:**

- Presents attitude in shop and field to enhance Company image and promote customer relations.
- In the interest of safety and Company image, the uniform supplied must be worn at all times while working.
- Is available for work at all times, given a reasonable amount of notice.
- Treats all information gathered in the course of duty as confidential.
- Protects supplies and confidential material from pilferage and unauthorized access.

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