

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION

POSITION TITLE: Drill Helper (Core or Rotary)

JOB CODE : 031535

DATE PREPARED : July 17, 1992

Revised: December 13, 1993

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**SUMMARY STATEMENT**

The incumbent assists the Driller in setting up and operating drilling equipment to drill holes ranging from 6" to 144" in diameter. Performs variety of general labor duties.

**DIMENSIONS**

The incumbent reports to a Driller or the Driller Foreman and has no supervisory responsibility.

**NATURE AND SCOPE**

1. Assists Driller in equipment setup, runs casing, mixes mud, and performs general labor duties;
2. Lubricates, cleans, and maintains pump and drill rig; keeps location clean and orderly;
3. Keeps mud tanks full and regulates pump rate to ensure adequate circulation;
4. Makes hose and water swivel connections;
5. Assists Derrickman and Motorman-Oilfield in a variety of basic job functions;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking for short distances up to one mile per shift on uneven outdoor terrain;
2. Frequent lifting of 40 to 50-pounds sacks of mixing mud, slips, elevators, tools, and drill bits, carrying for distances up to 20 to 40 feet; assistive devices available for lifting/carrying up to 100 pounds;
3. Occasional pushing/pulling with both hands/arms while using mechanical tongs, exerting up to 75 to 100 pounds of force;
4. Frequent climbing of stairs to rig floor, 5 to 30 feet, 6 to 7 times per shift;
5. Frequent bending/twisting at knees/waist/neck while pulling slips and elevators;
6. Occasional kneeling/crouching/crawling required;
7. Constant use of both hands/arms for reaching/handling/grasping/gripping while performing duties; some overhead reaching required;

## Drill Helper (Core or Rotary)

8. Constant use of sight/hearing abilities while operating/monitoring equipment and vehicle, identifying malfunctions, and maintaining a safe work environment; visual requirements include depth perception, peripheral vision, hand/eye/foot coordination and visual acuity in near-, mid-, and far-range;
9. Constant use of speech ability in giving/receiving instructions and communicating with coworkers/supervisors.

### Mental

1. Mental alertness, attention to detail, and accuracy are required while operating and monitoring equipment and maintaining a safe working environment under hazardous conditions;
2. Must be able to follow oral/written instructions, make decisions within established procedures, and complete all assignments in a timely manner;
3. Must be able to read/write/speak English to understand memoranda/manuals/instructions;
4. Must possess basic mathematical skills.

### WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors in and around drill rigs with exposure to all types of weather conditions. Work may be performed at elevations of up to 7,200 feet.

Tools & Equipment Used: Large pipe wrenches, files/hacksaws, grinders, drills, hand/power tools, shovels, pumps and compressors, manuals, logs, and motor vehicle; safety equipment includes respirator, hearing and eye protection, safety shoes, hard hats, safety belts/harnesses, and gloves.

### REQUIRED TRAINING AND WORK EXPERIENCE

Core Drill Helper requires one year of experience or any combination of related rotary (oilfield) motorman or diamond drilling experience which equals one year or more will be given consideration or completion of a recognized apprenticeship program. Rotary Drill Helper requires no experience, but must be physically able to perform the duties of a Rotary Drill Helper and must possess willingness to work underground.

### OTHER SPECIAL QUALIFICATIONS

Valid drivers license is required.