



## Job Description

**Job Title:** Driller's Helper

**Summary:** Responsible for assisting with drilling function and performing maintenance of equipment.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Assist with operation of drilling rig, and support equipment effectively.\*
2. Assists in loading and unloading equipment and tools.\*
3. Assist on the job site – normal drilling procedures.\*
4. Mix mud/grout/etc for bore holes, perform all other associated duties depending on scope of work for the specific site.\*
5. Ensures proper clean up and preventive maintenance of tools and equipment.\*
6. Performs daily maintenance checks and reports malfunctions to management.\*
7. Ensures customer messages/communications are relayed to appropriate management.\*
8. Drive support vehicles as required.\*
9. Assists in maintaining a neat and clean workplace at all times.\*
10. Assists with proper storage of tools and equipment upon their return to the shop/yard.\*
11. Provides manager with receipts and/or other documentation from job site.\*
12. Ensures that all containers holding hazardous or non-hazardous wastes are properly labeled and properly secured either on site or to the vehicle transporting them.\*
13. Handles all waste manifests and ensures they are properly filled out before transporting any waste.\*
14. Follows all safety regulations.\*
15. Willing to travel and stay out of town frequently.

16. Must be physically capable of safely lifting 50 lbs. overhead throughout daily shift.
17. Must be punctual and dependable.
18. Must have dependable transportation.
19. Must be able to work on a team and have good communication skills, including the ability to write legibly.
20. Must meet all physical requirements and participate in annual physical exams.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High school diploma or general education degree (GED); or two or more years related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates and Licenses:**

Valid and active Class D NYS driver's license

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud. Proper PPE should be utilized for noise reduction.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.