



## JOB DESCRIPTION

Job Title: International Tool Technician III	Department: Shop
Reports to: Shop Foreman / Shop Manager	FLSA Status: Non-Exempt
Status: Full-time	Classification: Permanent
Management Position: No	Responsibility Level: None
Travel Required: 100% International	Date: April 30, 2018

Purpose of the job:

Maintenance of cement head and other accessory tools

Essential Functions & Responsibilities:

- All duties as stated in Tool Technician II
- With minimal supervision performing maintenance functions such as repairs, assembles, & disassemble of equipment in a safe and professional manner
- This position requires an employee to possess a high degree of independent judgment
- Able to operate and maintain all shop equipment
- Identify and communicate the need for parts for inventory
- Ability to diagnose all equipment in rental fleet without supervision
- Ensures paperwork documentation of work performed (Routers) in a complete and timely manner on a daily/job basis
- The ability to perform basic mathematical calculations involving addition, subtraction, multiplication, and division is required along with reading comprehension and writing skills
- Assist in job coordination needs on tools, equipment, and transportation.
- Able to take accurate and consistent measurements +/- 3000
- This is a junior level position in the tool tech family
- Promotes safety awareness and environmental consciousness, and complies with all applicable safety and environmental procedures and regulations
- Ensures compliance with Health, Safety, and Environmental regulations and guidelines
- Promotes and takes an active part in the quality improvement process
- Must be able to conduct tailgate safety meetings
- Demonstrates ability to access and interpret MSDS
- Demonstrates ability to lead, delegate and supervise others

*Internal Applicants:*

- Must have at least 90 days on file of submitting weekly Behavior Safety Based and Observation program on Shop Ops. Has conducted at least two shop safety evaluations
- Demonstrates knowledge of Nondestructive testing and hardness testing
- Demonstrates knowledge of identifying various types of rotary shoulder connections, measuring internal bevels, checking drift, reviewing and recommending router changes
- Has at least 180 days of Tool Technician Level II experience

## Qualifications:

### Education and/or Experience Required at Entry:

- High School Diploma or GED equivalent from a state accredited institution
- Five or more years oilfield and or mechanical experience
- Knowledge of rental tools; general knowledge of company computer systems

### *Internal Applicants:*

- All skills as stated in Tool Tech II
- Must have at least 90 days of error free paperwork, on file, that was turned in on time
- No negative counseling's on file within 180 days
- Recommended by supervisor and supervisor two levels up

### Skills, Abilities, Special Licenses or Certificate Required:

- Valid driver's license
- Self-motivated with a willingness to learn
- Is a great leader
- Great mechanical aptitude
- Good reading comprehension and writing skills are required
- Excellent time-management skills
- The ability to communicate well with others
- Willingness to train others
- Follow-up skills
- Can follow orders/others just as well as his/her leading ability
- Motivates others and has a constant and continual "can do" attitude and is always in the TEAM BUILDING mode
- Loyal and Dependable best describes his/her prevailing character trait
- Treats all people with "Dignity and Respect" especially company Leadership and Subordinates

## Working Conditions:

### Environment/Physical Demands:

- Must be able to work in shop environment in remote locations around the world.
- Able to work on call and report to District location within 1 hour of call-out
- Proper lifting functional biomechanics should always be utilized.
- The employee must frequently lift and/or move up to 50 lbs. on level and unlevelled surfaces as well as up and down stairs.
- The employee must possess an upper-body downward pulling capacity of 130 lbs.
- The employee must possess a lower-body lifting capacity of 165 lbs.
- Specific vision abilities required by this job include the ability to adjust focus to see both near and far.
- The employee is regularly required to talk and/or hear.
- Employee will be susceptible to decibel levels up to and including 104 dBs Hearing protection required when noise level becomes greater than 90 dBs.

- The employee is frequently required to stand, walk, use hands and fingers to handle or feel equipment; reach with upper extremities; climb, balance, stoop, kneel, crouch, and/or crawl.
- Employees are frequently required to climb many stairs.
- The employee is occasionally required to taste or smell.

Special Equipment Needed:

- N/A

Training Needed for position:

- N/A

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. These are not to be construed as an exhaustive list of all duties, responsibilities, and skills associated with it. Blackhawk Specialty Tools reserves the right to amend and change responsibilities to meet business and organizational needs.*

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date