

## **Dakota 2000 Oil Division**

### **Role Responsibilities - Roustabout Supervisor**

#### **Overview**

The Roustabout Supervisor is responsible for receiving, organizing, assigning and performing roustabout functions for our clients and company. This position cultivates and maintains a positive working relationship within our company and our customers. The supervisor assures work is completed according to specifications, operational and strict safety policy and procedure. The Roustabout Supervisor oversees the activities of multiple crews, often working onsite with staff to complete assignments.

#### **Job Duties:**

1. Communicate regularly with customer's onsite representatives to discuss goals and assignments and to ensure specifications are met.
2. Supervise, coordinate, and delegate the activities of roustabout helpers and pushers.
3. Provide direction and assistance to staff, working alongside to complete tasks as needed.
4. Examine and inspect work progress, equipment, and multiple construction sites to verify safety and ensure that specifications are met.
5. Train workers in construction methods, operation of equipment, and other company policies.
6. Promote a clean, safe work environment; provide instruction and training to crews and ensure strict compliance with company and OSHA safety standards.
7. Leads regular staff meetings to discuss safety, company policies and procedures, staffing, and short and long term goals for each job.
8. Analyze worker or production problems and recommend solutions, such as improving production methods or implementing motivational plans.
9. Suggest or initiate personnel actions, such as promotions or hires.
10. Maintain effective working relationships with customers and identify and pursue opportunities for expanded business relationships
11. Order or requisition materials or supplies.
12. Prepare reports as required; ensure timely and accurate invoicing, recording production data, operational data or personnel information.
13. Arrange for repairs of equipment or machinery.

#### **Minimum Qualifications:**

##### Education/Experience:

- High school diploma or GED.
- Experience working as laborer, including proficiency with all types of tools and equipment
- Minimum 2 years in oil and gas industry
- Ability to multi-task, make decisions, supervise the activities of others, handle conflict.
- Ability to communicate effectively with staff, company, customers on a daily basis
- Ability to utilize Microsoft Office and computer technology.

##### Physical:

- Ability to repeatedly lift up to 75 lbs.
- Possess manual dexterity to move hand(s) quickly to grasp, manipulate or assemble objects and tools.
- Perform physical activities that require considerable use of arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping and handling of materials.
- Stand, walk, bend, twist, kneel, stoop, crouch and crawl for long periods of time without getting tired or out of breath.
- Climb ladders, scaffolds or poles
- Lift, push, pull, and carry up to 75 lbs repeatedly demonstrating good body mechanics.
- Ability to work and perform under extreme environmental and weather conditions.
- Exposure to all types of inclement and/or extreme weather conditions
- Exposure to contaminants, such as crude oil

- Exposure to hazardous conditions and equipment
- Ability to work long hours

Other qualifications/certificate/license:

- Valid drivers license, clean driving record, Class A CDL a plus.
- Safety training/certifications a plus
- Ability to pass pre-employment drug / alcohol screening and background check.

Behavioral Competencies:

- Maintain confidentiality of all work information
- Self-motivated, self-starter with a real and demonstrated work ethic.
- Demonstrate ability to function successfully in a team environment.
- Responsible for health and safety of self and co-workers.
- Exhibit professional, courteous, and respectful treatment of internal and external customers.
- Displays a positive attitude and flexibility in changing situations.
- Participates in identifying problems and suggesting solutions.