



Job Description for: Commercial & Municipal Drilling Assistant

Summary: Takes care of the support truck, loads all tools and supplies needed, and performs all duties delegated by the Drilling Foreman for the job.

Responsibilities and Duties:

1. Conduct a visual inspection of the support truck, equipment and tools at the start of each day to ensure safety and good operating condition
2. Inform the Drilling Foreman of any maintenance of equipment, low levels of inventory and necessary supplies
3. Follow daily work schedule from Drilling Foreman and Manager
4. Help approach a project with good foresight on how the job will be completed safely and efficiently
5. Be familiar with the safe and general operation of all equipment used on the job. Help troubleshoot any mechanical problems in the field
6. Understand how to visually and mechanically interpret soils encountered in drilling so that a well can be properly designed
7. Complete all water sample labels, paperwork, timecards and any other tasks requested from Drilling Foreman and Manager by the end of each day
8. Keep equipment, and designated yard and job site areas, neat and clean at all times
9. Help out in other areas as needed
10. Wear clean uniforms and be neat in appearance
11. Take part in training sessions, workshops, etc.
12. Maintain good communication with customers, Drilling Foreman and Manager
13. Promote Traut Companies products and services
14. Follow all Traut Companies and DOT Safety Rules, Procedures and Policies
15. Work with customers and fellow employees in a professional and courteous manner
16. Responsible for keeping a balanced inventory with as minimal waste as possible
17. Ability to travel to jobsite and stay overnight as needed
18. Understand project goals and help create a load list for projects, and proceed to load in a safe and timely fashion
19. Must be capable of temporarily taking over for the Drilling Foreman when needed

Job Standards:

Level of Education:	High School Education
Level of Experience:	None needed, will train
Abilities and Skills:	Welding and cutting torch use, mechanical skills and common sense
Physical Standards:	See Physical Requirement Sheet
Certification Requirements:	40 hour safety, CDL endorsement