

Job Description

Senior Position:	Wellhead Technician, Grade 1	Job Holder:	
Reports To: (Position)	Technical Supervisor	Location:	Esbjerg, Denmark
Prepared By:		Date:	

Overall Purpose of the Job:

To execute installation, testing and maintenance of Xmas Trees and associated equipment. To perform preventative maintenance and repairs on production valves in a safe and efficient manner.

Principal Accountabilities:

1.	Perform field services as required and as applicable for execution of XMT running and maintenance services and XMT database service
2.	Perform field services required during side-track and workover operations as required to facilitate Xmas tree and wellhead removal and replacement
3.	Maintain and repair Xmas Trees as per work instructions, client's processes and procedures and manufacturer's guidelines and record said maintenance in accordance with the requirements for the client and Unity.
4.	Provide a full report on any maintenance or repairs carried out with details of valve condition before and after maintenance
5.	To perform preventative valve healthcare maintenance and repairs as requested.
6.	Record the balance of XMT spares to be retained at the Worksite are maintained within the maximum and minimum balances as agreed in the FIELD SPARES INVENTORY,
7.	Record operational details to ensure efficient data input into the reporting system
8.	To pro-actively promote the Unity brand and products, not exclusive to valve and well services.
9.	Maintain all service tooling and test equipment
10.	To supervise team members and subcontractors involved in the works.
11.	Participate in pre-job discussions to obtain a full understanding of operational objectives and ensure all expectations are met
12.	Be competent in the use of PC and associated programmes.
13.	Attend post job briefings to discuss the operational sequence, provide a comprehensive end of job paperwork package, following up and advising internal departments of lessons learned
14.	Perform other duties as and when required as part of Unity's overall service quality commitment
15.	Adhere to company QHSE policies and procedures.
16.	

Organisation:

a) Immediate Supervisor(s)	Line:	Technical Supervisor
	Function:	
b) Other jobs reporting to the same supervisor:	Workshop Technicians, Trainer	
c) Direct Reports:		

Job Context and Main Activities:

Carry Out Wellhead and xmas tree maintenance on client owned equipment both on and offshore.
 Pressure testing, PMR's, intrusive and non-intrusive repairs. Installation and removal of surface wellhead and xmas tree components, production valve maintenance and repair.
 The majority of work will be within Denmark and Europe but occasional jobs may be undertaken elsewhere. The Position requires the grade 1 technician to have completed the Unity competency program. Good communication skills are required to enable liaison with other internal departments, suppliers and clients.

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Financial Responsibilities and Approvals:
N/A

Relationships: (Who are the job holder's most important contacts and for what purpose?)
Work Colleagues, Client Well Service Supervisors, Client Operations staff

Job Challenges: (Identify the most complex or demanding aspects of the job)
Working to tight deadlines. Working to client processes and procedures. Ensuring integrity of the surface equipment at all times.

Job Knowledge and Experience: (Indicate only the <i>essential</i> background qualifications, education, skills <i>and</i> aptitudes, specialist training and experience necessary to perform the job competently)
Minimum of 5 years oilfield experience in a Xmas Tree maintenance and testing discipline Must have good communication skills Team player Computer literate Ability to speak, read and write both English and Danish is an advantage.

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Health and Safety:	
All Employees	
<p>The incumbent must:</p> <ul style="list-style-type: none"> a) take reasonable care to prevent harm to themselves b) consider the potential for harm to others or the environment that may be caused by their acts or omissions c) work in accordance with information and training provided d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health, Safety and Environment reasons e) report any hazardous defects in plant, equipment and workplace, or shortcomings in the existing controls, to a responsible person without delay f) not undertake any task for which authorisation and/or training has not been given. 	
Responsibilities of Managers and Supervisors	
<p>The incumbent is responsible for ensuring that the HSE Management System is implemented within the operations under their control. The incumbent must actively monitor the workplace to ensure that acceptable standards are maintained. Where risks are identified the incumbent must ensure that these risks are controlled, so far as is reasonably practicable.</p> <p>The incumbent's duties include:</p> <ul style="list-style-type: none"> a) ensuring that employees, contractors and visitors are aware of relevant HSE procedures b) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition: this includes the regular maintenance and servicing of equipment c) providing adequate training, information, instruction and supervision to ensure that work is conducted without harm to people or the environment d) taking immediate and appropriate steps to investigate and rectify any risks to people or the environment arising from the work activity e) bringing to the prompt attention of senior management any HSE issue that requires their attention f) ensuring that all incidents are properly recorded and reported and that an investigation is carried out to establish and rectify root causes g) actively participating in the HSE management system. 	

Job Description Agreed By:			
Job Holder		Date:	
Manager		Date:	