

HYDROGEOLOGICAL DRILLING SUPERVISOR

This is supervisory work in directing the operations of the groundwater exploration activities within the statewide program involved in the protection of the State's groundwater resources.

The employee is responsible for developing a yearly work plan indicating the number and general location of proposed monitoring wells in conjunction with the immediate supervisor and organizing and directing several well drilling crews in order to meet established goals. The employee also directs crews in response to emergency situations. A major responsibility is assuring that wells are drilled according to exacting standards and that drilling logs and records are prepared accurately. Work is performed independently as the Exploration Unit is physically located away from the central office. Work may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL DUTIES:

Planning - Employee, in conjunction with the immediate supervisor, plans for the drilling of research wells one year in advance. Overall plan modifications and short term plans are required in order to provide timely response to emergency situations. Employee determines the equipment, supplies, and other resources needed to meet established goals.

Organizing and Directing - Employee makes assignments based on the individual abilities and capabilities of subordinates. Employee determines the best drilling equipment to use for each project based on the type of project and the capabilities of the equipment. The employee must reassign subordinates and equipment in emergency situations such as spill investigations.

Budgeting - Employee justifies equipment, supply and material purchases and maintains an inventory of the same.

Training - Employee periodically works with each drilling crew providing training on new techniques. In addition, the employee assures that new employees receive on-the-job training in the specialized techniques of research well drilling.

Setting Work Standards - As results are used for setting standards or research, the employee is responsible for setting precise standards regarding techniques and record keeping and assuring that these standards are met.

Reviewing Work - Employee conducts weekly staff meetings to review progress and problems. In addition, the employee visits drilling sites periodically to review progress and records.

Counseling and Disciplining - Employee handles disciplinary matters which can be resolved short of formal action. In addition, the employee counsels subordinates on grievances and resolves minor problems.

Performing Other Personnel Functions - The employee interviews for vacant positions and makes recommendations to the immediate supervisor. In addition, the employee approves leave and maintains necessary records.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work - Work techniques and methods are gradually changing due to the introduction of new types of equipment. Reporting requirements change periodically necessitating some local changes in procedures.

Variety of Work Supervised - Employee supervises several different types of well drilling.

Number of Employees Responsible For - Six.

III. EXTENT OF SUPERVISION RECEIVED: As the Exploration Unit is located away from the central office and the employees immediate supervisor, day to day activities are conducted independently. The employee is expected to plan, organize and direct activities to meet preset goals and to respond to emergency situations independently in a timely manner.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Not applicable.

Fluctuating Work Force - Not applicable.

Physical Dispersion of Employees - Although employees work out of the same workstation, individual well drilling sites are scattered over the State.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Considerable knowledge of the operation and repair of hydraulic rotary drilling equipment. Working knowledge of basic hydraulics, fluid flow and the principles of mechanics as they relate to the operation of a hydraulic rotary drilling equipment and to the construction of research and test wells. Working knowledge of mathematics through geometry as required in locating well sites and making preliminary calculations. Ability to plan and direct the work of drillers and drilling assistants. Ability to train and supervise other workers. Ability to clearly express thoughts orally and in writing.

Minimum Education and Experience Requirements - High school or General Educational Development diploma and five years of experience in hydraulic rotary drilling for the purpose of well construction including some experience in drilling wells for research or test purposes; or an equivalent combination of education and experience.