



Inspector Assistant Job Description

The Inspector Assistant is responsible for assisting the Level II inspector in performing calibrations, non-destructive tests (NDT), evaluations for acceptance or rejection and reporting results according to the written instructions or procedures for applicable methods of NDT. The Inspector Assistant is expected to adhere all safety and quality policies of Drilling Tools International, Inc.

Education:

- High School Diploma or equivalent

Experience:

- Minimum of 1 year working experience in the Oil & Gas Industry preferred.

Qualifications:

- Reasonable mechanical aptitude
- Strong work ethic, self-motivated
- Able to follow detailed instructions, follow procedures, and at times work without direct supervision
- Willingness to learn basic principles of applicable NDT methods and procedures
- Demonstrated oral and written communication skills
- Strong interpersonal and leadership skills
- Basic computer skills in Outlook and Microsoft applications (word, excel, PowerPoint)
- Ability to follow all safety and quality policies and procedures

Key Responsibilities / Essential Functions of the Position:

- Assisting in the set up and operation of various types of common NDT inspection equipment
- Utilize cleaning equipment (grinders, drills, pressure washer etc.) to prepare customer owned material and tools for NDT inspection
- Assist in the application of testing criteria in accordance with applicable procedures or work instruction and accurate evaluation of NDT results
- Active participation in client/customer safety initiatives, incident investigations, etc.
- Perform other duties and/or special projects as assigned by management

Work Environment

The employee is occasionally exposed to extreme outside temperatures and Industrial hygiene regulated activities identified as potentially actionable according to OSHA standards. Including Hearing Conservation, Respiratory Protection and HAZCOM programs. Procedures are developed at each facility to minimize all risks and hazards through control measures.

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Physical Demand	Description
Sit/Stand	10% of the time is spent sitting while documenting and logging inspection results 90% of the time is spent standing while performing inspection procedures
Walk	25% of the standing time requires walking around the shop to get supplies
Use of hands/fingers	85% of the time standing will require the use of hands/ fingers while operating cleaning equipment and performing inspection procedures.
Climbing (stairs or ladders) or balance	- Rarely climbs stairs or ladders - Balance and stability required due to routinely wet floor conditions
Stoop, kneel, crouch or crawl	25% occasionally stoops over part or equipment to perform inspection - Rarely kneel, crouch or crawl
Communicate (Talk/Hear)	- Must be able to hear verbal instructions or issues/problems with tools and equipment - Must be able to effectively communicate with clients and fellow employees
Communicate (Written/Verbal)	- Must be able to legibly record written dimensional measurements and evaluation results as needed - Must be able to convey instructions or issues with tools and equipment to client or fellow employees
Vision	- Must have clear depth perception - Safety sensitive position must be able to clearly see and identify equipment, tools, and moving parts
Carry weight, lifting	- Frequent lifting of tools and equipment up to 50 pounds - Rarely would be required to lift more than 50 pounds
Exposure	- Is occasionally exposed to extreme outside temperatures - Industrial hygiene regulated activities identified as potentially actionable according to OSHA standards

This job description is a product of Drilling Tools International and is not intended to list all of the requirements of the job. Some unexpected events may cause changes in normal routine and therefore job duties.

Employee Signature: _____

Print Name: _____

Date: _____