



Job Description for: Commercial & Municipal Drilling Assistant

Company Description:

At Traut Companies, we are on a mission to bring cleaner water to everyone, everywhere. We know water from the bottom to the tap, and we know it well. When you work with us, you're guaranteed great service, great support, and a great outcome - every time.

We value superior service, integrity, value, and expertise. Our promise to you is that you can always expect trusted and timely service from our team. We treat our customers respectfully and do the right thing the first time around. The services we offer will continue to evolve and grow to bring value to the communities where we live and work. And to bring value, we continually adapt, learn, and change to be leading experts in the field with the latest tools and technology.

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. Help troubleshoot any mechanical problems in the field.
2. Travel to job sites and stay overnight as needed.
3. Promote Traut Companies products and services.
4. Conduct a visual inspection of the support truck, equipment, and tools at the start of each day to ensure safety and good operating condition.
5. Inform the Drilling Foreman of any maintenance of equipment, low levels of inventory and necessary supplies.
6. Follow daily work schedule from Drilling Foreman and Manager.
7. Help approach a project with good foresight on how the job will be completed safely and efficiently.
8. Be familiar with the safe and general operation of all equipment used on the job.
9. Understand how to visually and mechanically interpret soils encountered in drilling so that a well can be intelligently designed.
10. Complete all water sample labels, paperwork, timecards, and any other tasks requested from Drilling Foreman and Manager by the end of each day.
11. Keep equipment, and designated yard and job site areas, neat and clean at all times.
12. Wear clean uniforms and be neat in appearance.
13. Take part in training sessions, workshops, etc.
14. Maintain effective communication with customers, Drilling Foreman, and Manager.
15. Follow all Traut Companies and DOT Safety Rules, Procedures and Policies.
16. Collaborate with customers and fellow employees in a professional and courteous manner.

17. Responsible for keeping a balanced inventory with as minimal waste as possible.
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.
20. Help in other areas as needed.

Job Standards:

Level of Education:	High School Education
Level of Experience:	None needed
Abilities and Skills:	Welding and cutting torch use (will train), mechanical skills
Certification Requirements:	40-hour safety, CDL endorsement (will train)

Benefits:

- 401(k) (+ company match)
- Health Savings Account (+ company match)
- Health insurance
- Dental insurance
- Life insurance
- Long term disability
- Short term disability
- Vacation time

Salary Range: \$20 - \$25

Supplemental Pay: Commission after probationary period