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## First Assistant Engineer

North American Division

### REPORTING:

Reports to the Chief Engineer and/or Mechanical Supervisor.

### SUPERVISION:

Supervises the Second Assistant Engineer.

### LOCATION:

Offshore location.

### PREREQUISITES / QUALIFICATIONS:

- Valid 1st Assistant Engineer Unlimited License.

- High school diploma or equivalent.
- Valid medical examination and vaccination certificates.
- Knowledge of technical calculations required for safe operation of the drilling unit and basic computer skills.

### BASIC FUNCTION:

- Supervise the maintenance and repair of mechanical, pneumatic and hydraulic equipment onboard the rig.
- Exercise effective control and efficient operation of the technical and mechanical aspects of the rig with due regard to personnel safety, the rig, and protection of the environment.

### DUTIES AND RESPONSIBILITIES:

#### Operations/Maintenance:

- Coordinate and ensure that all mechanical, pneumatic and hydraulic equipment maintenance and repair is done in a safe and prudent manner.
- Ensure compliance to Company policies, local and international regulations relating to the operation of the rig, and current pollution regulations.
- Monitor the power plants controls and power distribution - ensure power is available at all times.
- Ensure that the permit to work system is in place and followed.
- Participate in the effective management of the Preventive Maintenance System (PMS) and ensure all records are maintained on a timely basis.
- Operate, maintain and repair as necessary the engine cooling water system, lube oil system, and fuel system.
- Supervise the maintenance and repair on all pumps and valves of the ballast system, thrusters, associated driven pumps and auxiliary equipment.
- Liaise with the marine department regarding the loading, ordering and use of fuel, potable water, and drill water in lieu of the rig's stability.
- Plan equipment periodic maintenance according to the PMS guidelines and coordinate same with Chief Engineer and other department heads.
- Ensure that reports for repair and maintenance of equipment are accurate and complete.
- Carry out classification surveys as part of continuous survey of machinery.
- Assist the Chief Engineer to ensuring all third party equipment is fit for purpose, certified, correctly installed, and maintained while on the rig.
- Maintain an adequate supply of spares in order to fulfill maintenance requirements and facilitate a safe and efficient operation.
- Inform the Chief Engineer and other department heads of any technical problems or limitations that may affect the safe operation of the rig.
- Implement the outstanding recommendations from audits, as issued by Clients, Regulatory Authorities or rig management.
- Assist the Chief Engineer in supplying information for maintenance and repair budget.
- Communicate equipment problems or breakdown information via direct supervisor to Field Support Group.

#### QHSE:

- Demonstrate commitment to Company safety policies through leadership and guidance.
- Ensure regulatory requirements for environmental protection are complied with.
- Actively participate in weekly safety meetings and pre job meetings as required.
- Report any incidents, potential hazards or abnormal situations to supervisor and other department heads.
- Assist in preparing Job Safety Analysis for hazardous situations.
- Assist in reviewing and updating the current safety case in consultation with rig and shore-base management.
- Ensure a high standard of hygiene and housekeeping is maintained onboard the rig.

#### Personnel:

- Meets the training requirements as per the applicable training matrix
- Mentor, develop and train crew members to ensure they are competent to work at their next job level.
- Ensure that all subordinates have the necessary skills and experience to fulfill their assigned tasks in a safe and efficient manner.
- Prepare annual performance appraisals for all subordinates. Recommend promotion or disciplinary action up to and including discharge.



EXHIBIT # 2/62

WIT: \_\_\_\_\_