



INBERG-MILLER ENGINEERS

Quality Solutions Through Teamwork

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DATE OF OPENING: January 23, 2019
FROM: Jeremy J. Hernandez, CFO/Executive Vice President
EMPLOYMENT OPPORTUNITY: **DRILLING TECHNICIAN I**

Full-time and/or Part-time position(s) for **Drilling Technician(s) I**. Primary duties include assisting the Drilling Technician II in performing any and all tasks associated with completion of the work. The majority of projects are located in Wyoming, however, you could work anywhere in the Mountain West.

- **Experience** – No experience necessary. Mechanical knowledge and experience with heavy equipment desirable. Willing to train. A valid drivers license required, Class A or B CDL with airbrake desired.
- **Training** - Current 40-hour training refresher in Hazardous Waste Clean-up Operations according to Federal Occupational Safety & Health Administration, Title 29 Part 1910.120 desired.
- **Education** - Minimum education requirement includes High School diploma or G.E.D.
- **Compensation** - Competitive salary with compensation dependent upon relevant education, certifications, training, and experience.
- **Benefits** - Excellent benefit package available including vacation, holiday, sick leave, medical, dental, disability, life insurance, long term care, Employee Stock Ownership Plan (ESOP), employer-matched 401(k).

A more complete Position Description is attached hereto and made a part of this Announcement. To complete our application process, applicants must submit an Application for Employment; the application may be submitted on-line at www.inberg-miller.com. A current resume, and transcripts of studies from college(s) attended, these may be submitted via e-mail to wsteeds@inberg-miller.com or through the mail addressed to Wendi Steeds, Inberg-Miller Engineers, 124 East Main Street, Riverton, Wyoming 82501. If you have any questions regarding our application process, please contact Wendi Steeds at 307-856-8136 or via e-mail.

Inberg-Miller Engineers is an Equal Opportunity Employer and does not discriminate in its hiring practices. Each person, without regard to race, religion, color, national origin, sex, age, disability, or veteran's status, will receive equal consideration.



INBERG-MILLER ENGINEERS

Quality Solutions Through Teamwork

POSITION DESCRIPTION

DATE OF OPENING: January 23, 2019

POSITION TITLE: Drilling Technician

REPORTS TO: Drilling Manager

POSITION FUNCTION:

- Provide assistance to the Drilling Technician II in performing any and all tasks associated with completion of the work.
- Assist in staking and determining elevations of test boring locations in the field. Assist the driller in drilling and sampling of test borings and related subsoil exploration functions.
- Assist the driller in placement and development of groundwater monitoring wells.
- Our company employment philosophies is to cross-train our Technicians and teach them about the various kinds of work IME performs. In addition to drilling, they could be involved in surveying, civil, environmental, and geotechnical and geologic projects from time to time. While we do not expect everyone to be an expert in all these areas, we believe that our Technicians should have a basic understanding of our core business activities and should be able to help out in all of these disciplines as the need arises.

TYPICAL DUTIES, RESPONSIBILITIES, AND SKILLS ESSENTIAL TO THE POSITION:

- Must be able to follow instruction, and work independently, or as part of a project team.
- Complete assigned tasks in a timely, logical manner and exercise discretion and good judgment in accomplishing assigned tasks and goals.
- Must have organizational, communication, interpersonal, and intellectual skills
- Ability to organize, prioritize, and follow multiple projects and tasks to completion.
- Ability to communicate well, both verbally and in written form.
- Ability to work in adverse weather conditions, nights, weekends, and holidays, if needed.
- Willingness to work more than 45 hours per workweek as the job schedule dictates. Ability to establish and maintain positive and effective working relationships with clients, fellow employees and anyone with whom you come in contact at any time during working hours.

EXPERIENCE:

- No experience necessary. Mechanical knowledge and experience with heavy equipment desirable. Willing to train.

EDUCATION:

- Minimum education requirement includes High School diploma or G.E.D.

TRAINING:

- Current 40-hour training refresher in Hazardous Waste Clean-up Operations according to Federal Occupational Safety & Health Administration, Title 29 Part 1910.120 desired.
- Mandatory attendance to annual Corporate Safety Training Week.

OTHER REQUIREMENTS:

- Ability to represent IME in a professional manner including, but not limited to, personal appearance and cleanliness, and communications techniques with clients, fellow employees and anyone with whom you come in contact at any time during working hours. Good judgment, consistent with acceptable business norms, should serve as a basis for the measurement of personal appearance and cleanliness. Extremes of any sort are unacceptable.
- A valid driver's license will be required if an essential job function requires you to operate a company owned or leased motor vehicle. For applicants that meet this criteria a Motor Vehicle Report (MVR) will be requested and applicants with three moving violations within the last three years or a DWUI conviction within the last five years will be automatically deleted from further consideration for employment.
- Ability to complete required training and to pass required tests necessary to obtain the certifications required to perform the duties and responsibilities of the position.
- Ability to achieve negative results on a drug test. Employment will be denied to anyone with a positive pre-employment screen according to our current Substance Abuse Policy. IME has implemented six types of drug and alcohol testing:
 - Pre-employment (drug testing only)
 - Reasonable suspicion
 - Post-accident
 - Random
 - Follow-up
 - Return-to-duty.
- Inberg-Miller Engineers administers three Drug and Alcohol Testing Plans:
 - Inberg-Miller Engineers' Regular Drug and Alcohol Testing Plan
 - The Department of Transportation – Federal Motor Carrier Safety Association(DOT-FMCSA)
 - The Department of Transportation – Pipeline & Hazardous Materials Safety Administration (DOT-PHMSA)

- Ability to suspend the use of tobacco during working hours both in the IME' workplace and vehicles, and that of our clients'.
- Ability and willingness to abide by set policies and/or safety programs established by our clients and/or regulatory agencies which govern our performance and behavior in the normal course of our work while on the clients' property or job site.
- Ability and willingness to read, comprehend, and abide by our company policies.
- After an offer of employment is made, continued employment is conditioned upon the results of a medical exam. The results of the medical exam must demonstrate the medical and physical capabilities to perform all of the demands of the essential functions of the position, with or without reasonable accommodations.
- Ability to follow IME's computer, cell phone, and social media policies at all times while employed with IME.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

- None.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

- Work Type: Heavy, exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Climbing/Balancing: Climb inclines, ladders, and uneven surfaces. Balance required.
- Walking: Extensive walking required.
- Stooping/Bending: Frequently to constantly.
- Stand/Sit: Stand/sit about 75/25 percent of job time.
- Reaching: Frequent reaching, overhead as well as horizontal.
- Vision: Corrected vision to 20/20 or adequate to perform essential functions.
- Color Vision: Ability to identify and distinguish colors.
- Hearing: Frequently perceive nature of sounds by ear.
- Speech: Ability to express ideas by means of fluent English.
- Eye/Hand/Foot Coordination: Frequently operate precision equipment.
- Manual Dexterity: Frequently operate precision equipment.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

- Inside/Outside: Work outside.
- Cold/Heat: Adverse weather conditions possible.

- Wet/Dry: Adverse weather conditions possible.
- Noise/Vibrations: Exposure to heavy construction and equipment noise.
- Hazards: Moderate exposure to traffic and construction areas. Exposure to hazardous materials.
- Fumes/Dust/Odors: Exposure to dust, construction equipment, fumes, and natural gases.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED

- Soils drilling rigs and associated tools
- Company Vehicles
- Plans and Specifications
- Surveying Instruments
- Respirators and/or SCBA's
- Plans and Specifications

REMARKS:

- The above position description is intended to describe the duties of a Drilling Technician I in general terms and does not necessarily describe all of his/her duties.