

North Dakota Oilfield Employment



*Your guide to finding a job and
working in North Dakota's Oilfields*

INTRODUCTION

So you're interested in working in North Dakota's oil patch but aren't familiar with the oil industry or where to even begin your job search? Job Service North Dakota and this Oilfield Employment Guide are great places to start.

North Dakota's booming oil industry continues to draw interest from all across the country. The prospect of getting a job and potentially earning high wages is attractive but may require extra effort and due diligence on your part. Also, keep in mind as you conduct your job search that there's more to working in the oil industry than working on the rigs themselves. The oilfield industry employs welders, biologists, computer programmers, engineers, and many other professions crucial to the industry's success.

Job Service North Dakota wants to make your search for an oilfield job a positive one and this guide will help you get started. Keep reading for information that can help you get off to a good start with your search for a job in North Dakota's booming oil fields.

*It's time to get started.
Good luck with your job search!*

KNOW WHAT TO EXPECT

Workers are coming from all over the country to work in the oilfields. Here's what you can expect for most oilfield positions:

- Ⓐ Housing will be difficult to find. Ask employers if they offer housing assistance.
- Ⓐ Work days are long and physically demanding.
- Ⓐ Minimum age requirements may apply. (18 or 21 years of age is common.)
- Ⓐ Complete applications truthfully and include all felonies in your record.
- Ⓐ Most companies require background checks.
- Ⓐ Drug tests are required in the hiring process and are performed randomly on the job.
- Ⓐ Have proper identification available to prove your eligibility to work in the U.S.
- Ⓐ A valid driver's license and clean driving record may be required.
- Ⓐ Most positions involve outdoor work, regardless of weather conditions.
- Ⓐ Work hours vary greatly. Overtime hours may be available and vary by company.
- Ⓐ You will need transportation to get to and from your job site.
- Ⓐ Be flexible in your job schedule expectations. You must work the schedule that is best for the *company's* needs, not your own. You will be in a better position to negotiate scheduling options as you gain experience.
- Ⓐ Be prepared to use a computer to apply for jobs online and to send your résumé to employers by email or other electronic means. Get help from someone with computer skills if necessary.
- Ⓐ Many employers require an email address on their applications. You can create a free email account through yahoo.com, hotmail.com, or gmail.com.
- Ⓐ Create your résumé in Microsoft® Word® and save it on a flash drive and/or in your email.

HAVE A PLAN

It's important to have a plan in place as you search for a job in North Dakota's booming oil industry. Here are some things to keep in mind:

- Ⓐ **Secure housing before heading to the oil patch.** The rapid influx of new residents has created a major housing shortage.
- Ⓐ Prepare for childcare, if necessary.
- Ⓐ Follow each oil company's application instructions. You may be required to apply online.
- Ⓐ Schedule interviews in advance rather than showing up and expecting an interview.
- Ⓐ Allow time for the hiring process – it may take longer than you expect, in some cases three to six months.

DRILLING BASICS

The Bakken Shale formation is considered by many to be the largest oil discovery in the last 50 years. Horizontal drilling and hydraulic fracturing in the Bakken Shale formation are major contributors to the oil boom in North Dakota.

It may help in your job search if you know some basics about horizontal drilling and maintenance. There are three main processes:

1. **Horizontal drilling** enables oil companies to reach and extract oil from formations that may not otherwise be accessible and often provides increased production. The first steps are to set up the drilling rig and drill down (then over horizontally), install pipes, and put cement casing around the pipes. While the hole is being drilled, *mud loggers* take regular samples of the mud that comes out and the site geologist determines and verifies that the drilling is being done in the right location underground.
2. **Perfing** is the process of perforating the casing. A perforating gun is lowered into the casing with an explosive wireline. Small holes are shot through the casing and into the shale formation in preparation for fracing.
3. **Fracing** (Pronounced *fracking*) is short for hydraulic fracturing and is the process in which water, sand, and chemicals are pumped into the well under extremely high pressure where they will be forced out through the perforations into the shale. This causes the shale to fracture and release oil back into the pipes.

Once the fracing is done and the oil is flowing, a pumping unit is attached to the well head to extract the oil and channel it into storage tanks. At this point, the drilling rig crews, wireline operators, and fracing crews all move on to the next well site. The entire process usually takes a month or less if everything goes as planned.

Once a well is up and running, the *workover crew* comes in and maintains the well, troubleshoots any problems, and builds and removes structures as needed. Workover crew positions are generally long-term jobs since wells have a 30-year life expectancy.

Watch the drilling process at www.northernoil.com/drilling.

SEARCH FOR OILFIELD JOBS ON JOBSND.COM

Job Service North Dakota's advanced job search tool makes your search for oilfield jobs easy.

Step 1: Go to jobsnd.com



Go to jobsnd.com and click *Find a Job*. This will take you to the registration page shown in Step 2.



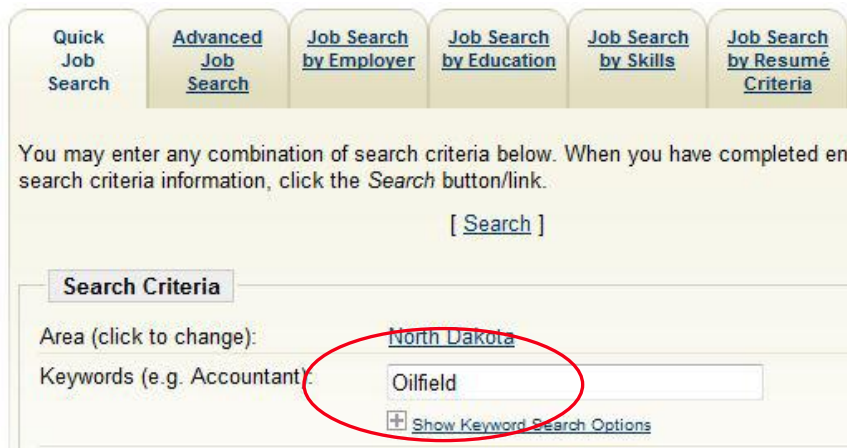
Step 2: Register

If you're a new user, click *Not Registered* and *Individual*, then create a Username and Password. Complete the form with your information.

If you are already registered, simply enter your Username and Password, and then click the *Sign In* button.



Step 3: Start Your Search



Choose *State* from the drop down menu in the *Area* section of the search criteria.

Enter "Oilfield" in the *Keyword* field.

Click *Search* at the bottom of the screen. A list of oilfield jobs will display as seen in Step 4.

Step 4: Review the List of Oilfield Jobs

The online job search tool will create a list of oilfield jobs that match your criteria. You can view more job details by simply clicking on any job title.

07/02/2012 5:20:00 PM	CDL Oilfield Truck Drivers	ULM Oilfield Services	Dickinson, ND		★	2	<input type="checkbox"/>
CDL Drivers to be based out of Dickinson, ND. Need drivers to haul Fresh Water, Flowback, Production Water, Operate Winch Truck, Operate Vac Trucks. Requires CDL Class A license. Prefe							
07/02/2012 4:20:00 PM	Human Resources Supervisor, oilfield	Patterson-UTI Inc	DICKINSON, ND	\$70,000.00 per year (minimum)	★	2	<input type="checkbox"/>
Patterson-UTI Drilling Company, LLC is seeking a high-energy, results-oriented, skilled HR professional to partner with Operations, the HR team and other support groups to effectively attract, train,							

Step 5: Apply for Jobs

When you find a job you are interested in, click *Apply for this Job* at the bottom of the job description. This will take you to a new screen that contains additional application instructions and available application options.

To display more information including how to apply for this job, click the button below.

[Apply for this job](#)

WARNING: Always be on the look out for job scams! [Click here to learn more.](#)

NARROW OR REFINE YOUR SEARCH AS NEEDED

The online job search tool can be used to do more specific job searches. Here are some examples:

Search for entry-level oilfield jobs:

1. Log in to jobsnd.com.
2. Click on **Job Search** on the left side of the page.
3. Click on the **Advanced Job Search** tab.
4. Switch **Area**: Select **State** from the dropdown options.
5. Scroll down to the section called **Job Keyword Criteria**.
Find jobs that have All these words: enter **Oilfield**.
6. Scroll down to the section called **General Job Order Criteria**.
Job Experience in month(s): enter **0**.
7. Scroll to the bottom of the page and click **Search**.

Search by type of driver's license required: (If you have a regular driver's license, for example, but not a CDL, you can exclude jobs that require a CDL.)

1. Follow Steps 1-6 in entry-level oilfield search above.
2. Scroll down to the **Preferred Job Order Criteria** section.
3. Select **Yes, Operator License** (or whichever driving privileges may be) from the dropdown menu at the **Job Requires Drivers License?** prompt.

Search by oil patch area (Minot, Dickinson, or Williston):

1. Log in to **jobsnd.com**.
2. Click on **Job Search**.
3. Click on the **Quick Job Search** tab.
4. Switch **Area**.
5. Select **ZIP Code** from the dropdown choices by **Choose Area Type**.
6. Enter the zip code for the area you are interested in:
58601 (Dickinson)
58701 (Minot)
58801 (Williston)
7. Click the radio button for **50 Miles**.
8. In the **Keyword** field, enter **Oilfield**.
9. Scroll down and click **Search**.

The Job Service North Dakota website
jobsnd.com
is the single largest source of
North Dakota oilfield job openings.

TEMPORARY MOTOR VEHICLE REGISTRATION FOR NONRESIDENTS

You must secure a temporary motor vehicle registration if you are a nonresident, gainfully employed in North Dakota, and are driving a vehicle (including car/pickup, truck/tractor, and motorcycle) not registered in the state of North Dakota.

Temporary registration permits are issued for 6 or 12 months and may be purchased online through the North Dakota Department of Transportation (NDDOT) website at www.dot.nd.gov and scrolling down to the link for 'Non-Resident Temporary Registration' or by going to any Motor Vehicle branch office.

Go to www.dot.nd.gov/divisions/mv/mvloc.htm for office locations and hours.

CDL SKILLS TEST WAIVER FOR DRIVERS WITH MILITARY COMMERCIAL EXPERIENCE

If you're a military member who gained experience driving military commercial vehicles, you can *request* to have the road test portion of your North Dakota CDL test waived. You must be approved for the waiver and pass all required knowledge tests as well as meet the visual and medical qualifications.

Simply complete the Application for CDL Skills Test Waiver – Military on the NDDOT's website (www.dot.nd.gov) or at any driver's license office location. NDDOT will review your application, verify all standard records checks, and notify you of the outcome.

SPECIAL INFORMATION ABOUT CDL DRIVING IN THE OILFIELDS

Here is some special information about truck driving in the oilfields.

- To get hired:
 - ✓ Be *at least* 21 years of age (Some companies require older)
 - ✓ Have a clean driving record (no DUIs or speeding tickets).
 - ✓ Receive a clean background check
 - ✓ Pass a drug test

- Certifications and endorsements are required for many jobs (Proof required)
 - ✓ Hazmat
 - ✓ Doubles/Triples
 - ✓ Tankers
 - ✓ Airbrakes
 - ✓ Have your CDL driver license with you
 - ✓ Have a recent copy of your Department of Motor Vehicles (DMV) record from the state in which you have your license
 - ✓ Have your DOT medical card with you

- To haul oil, 2 years experience is usually required as well as a Hazmat endorsement.
- Companies that haul pipe, gravel, or equipment may hire drivers with less experience.
- A minimum of 2 or more years of experience is generally required if tanker or double/triple endorsements are needed.

OILFIELD OCCUPATIONS

A selection of oilfield jobs is described below. You can also find more information at www.oilfieldworkers.com/careers.php. Simply scroll down to **Oil Industry Job Descriptions** and click **Drilling Rig Jobs** and/or **Transport Jobs**.

Derrick Hand: Handles the upper end of the drill string as it is being hoisted out of or lowered into the hole. This position is being automated on some rigs.

Driller: Operates the drilling and hoisting equipment, but may also be responsible for the downhole condition of the well, operation of downhole tools, and pipe measurements.

Drilling Foreman: Oversees several rigs and may be the oil company's representative or company man.

Floor Hand: (Roustabout or laborer.) Works long, physically-demanding days on the rig floor. Assembles and repairs equipment; helps slot, weld and insert casing screens; assists with well development and pumping tests; performs minor maintenance and repairs, and more.

Land Survey Field Assistant: Gathers measurements on, above, and below the earth's surface to determine land, airspace and water site boundaries.

Motor Hand: Maintains and repairs drilling rig engines and other motorized rig equipment.

Pipe Layer: Lays irrigation pipe and pumps water to frac tanks.

Shop Hand: Cleans the shop and trucks, moves and operates equipment and vehicles, and performs truck and equipment maintenance.

Stabber: Guides the pipe into position during the running of casing or tubing process.

Swamper: Load and unloads trucks, transports construction and plant equipment and materials on highway; moves equipment and supplies off highway; moves overweight or over dimensional loads; and dismantles, transports and assembles drilling and service rigs.

Truck Driver: Operates various types of trucks (water, fuel, gravel, string, and vacuum) as well as high boys and low boys; required during every stage of the construction project. Truck

Wireline Operator/Field Engineer: Help run wireline operations in the field; drive wireline trucks and cranes; clean and maintain trucks and equipment; supervise and perform wireline operations in the field as well as supervise and perform maintenance of all the trucks and equipment from well site locations.

Other Positions:

Administrative	HR staff	Satellite technician
Clerical	Logistics workers	Seismographer
Dispatcher	Mechanic	Shop Personnel
Electrician	Mudder	Warehouse
Engineer	Pipe inspector	Wastewater treatment
Geologist	Safety coordinator	Welder
Heavy equipment operator	Sales rep	Well testing

ADDITIONAL RESOURCES

NORTH DAKOTA

Job Service North Dakota – jobsnd.com. [Locations](#) around the state to serve you better.

North Dakota State Government – www.nd.gov

North Dakota Department of Commerce – www.experience.nd.gov

North Dakota Industrial Commission – www.nd.gov/ndic

North Dakota Department of Mineral Resources – www.dmr.nd.gov

- ND Geological Survey – www.dmr.nd.gov/ndgs
- Oil and Gas Division – www.dmr.nd.gov/oilgas

North Dakota Petroleum Council – www.ndoil.org

DICKINSON

City of Dickinson – www.dickinsonnd.com

Dickinson Convention and Visitors Bureau – www.visitdickinson.com*

*Find weekly hotel and motel room availability on the *Visitors* home page.

Dickinson Area Chamber of Commerce – www.dickinsonchamber.org

MINOT

City of Minot – www.minotnd.org

Minot Area Chamber of Commerce – www.minotchamber.org

Minot Convention and Visitors Bureau – www.visitminot.org

WILLISTON

City of Williston – www.cityofwilliston.com

Williston Area Chamber of Commerce – www.willistonchamber.net

Williston Convention and Visitors Bureau – www.visitwilliston.com

Williston Economic Development – www.willistondevelopment.com

Relocation Guide - www.willistonnd.com/relocation/RelocationGuide.pdf

Williston Life – www.willistonlife.com

SMALLER TOWNS IN THE OIL PATCH

Crosby
Keene
Killdeer
Richardton
Powers Lake

Ray
Stanley
Tioga
Watford City

OTHER SITES

The following sites contain information about various topics related to North Dakota's oil industry and some may contain some job listings:

www.rockinthebakken.com
www.thepatchtoday.com
www.ndoiljobs.com
www.midwestoiljobs.com
www.rigzone.com

www.bismanonline.com
www.oilprimer.com
www.northdakotarigsmat.com
www.dmr.nd.gov/oilgas/riglist.asp

NEWSPAPERS IN THE OIL PATCH

www.willistonherald.com – Daily
www.minotdailynews.com – Daily
www.thedickinsonpress.com – Daily
<http://theshopperinc.net> – Weekly

HOUSING OPTIONS

The oil boom has caused a tremendous housing shortage which is being addressed, but has not caught up to demand. You can search housing options on the North Dakota Tourism website at ndtourism.com under the "Where to Stay" tab. Some housing options include:

Campground – Campsites are often full and are an option only during the summer months.

Crew Camp – Several companies lease space at the 'crew camps' to house their workers. There may or may not be a cost to you.

Hotel/Motel – Many hotels and motels are leased in whole or in part by companies to house their workers. There may or may not be a cost to you and you must book a room far in advance when the rooms are open to the general public.

House/Apartment – North Dakota communities are building houses and apartments at a rapid pace, but you will likely have to add your name to a waiting list until the supply catches up to demand.

RV Park – There are many RV parks in the oil patch area, with more popping up all the time. Some have electricity and water hookups, and some are primitive with no hookups.

Remember: Have a place to stay *BEFORE* you arrive!

JOB SERVICE OFFICES IN THE OIL PATCH:

Dickinson Job Service (Stark County)
66 Osborn Drive
Dickinson, ND 58601
701-227-3100

Minot Job Service (Ward County)
3416 N Broadway
Minot, ND 58703
701-857-7500

Williston Job Service (Williams County)
422 1st Ave W
Williston, ND 58801
701-774-7900

Hearing Impaired customers call 800-366-6888 or 7-1-1.



Job Service North Dakota is an equal opportunity employer/program provider.
Auxiliary aids and services are available upon request to individuals with disabilities.