

North Dakota Oilfield Employment



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

INTRODUCTION

North Dakota's oil industry continues to draw interest from all across the country. The prospect of getting a job and earning high wages is attractive but may require extra effort and due diligence on your part. Job Service wants to make your search for an oilfield job a positive one and this guide will help. *It's time to get started. Good luck with your job search!*

KNOW WHAT TO EXPECT AND HAVE A PLAN

Workers are coming from all over the country to work in the oilfields. Here's what you can expect and why it's important to have a plan when moving to the area:

- ⌘ **Secure housing.** Housing is in demand and often expensive. There are no homeless shelters in North Dakota's oilfield areas.
- ⌘ Have reliable transportation. **Coming to North Dakota without transportation is not advised.**
- ⌘ Prepare for childcare, if needed. There are few facilities, generally with long waiting lists.
- ⌘ Companies want dedicated, long-term employees.
- ⌘ Positions often require long, physically demanding work days. Work is usually outside, year-round (regardless of weather conditions) and hours vary greatly.
- ⌘ Be flexible in your job schedule expectations. You must work the schedule that is best for the *company's* needs, not your own.
- ⌘ Minimum age requirements may apply (18 or 21 years of age is common).
- ⌘ Many employers require you to fluently read, write, speak, and understand English.
- ⌘ Most companies do criminal background checks. Complete applications truthfully and include any felony in your record, no matter how long ago it occurred.
- ⌘ Drug tests are usually required in the hiring process and are randomly performed on the job.
- ⌘ Most employers require at least a high school diploma or GED.
- ⌘ Have proper identification available to prove your eligibility to work in the United States.
- ⌘ A valid driver's license and clean driving record may be required, especially for truck driving jobs. Have recent copies of your driving records from states in which you lived.
- ⌘ Bring tools if you are a tradesperson.
- ⌘ Be prepared to use a computer to apply for jobs online and to send résumés to employers.
- ⌘ Employers often require an email address on their applications. Create a free email account through sites such as www.outlook.com or www.gmail.com.
- ⌘ Create your résumé on jobsnd.com. If you already have your résumé on a flash drive or saved in your email, it will be easy for you to add it to jobsnd.com.
- ⌘ Make arrangements for cell phone service. Not all cell phone providers offer service in ND.
- ⌘ Hiring processes differ from company to company. Follow application instructions carefully.
- ⌘ Allow time for the hiring process. It may take longer than you expect, in some cases up to three months. Consider securing any job while you continue to search for your ideal job.

TRANSFERABLE SKILLS

Skills and abilities you acquired in previous positions such as those below may be transferable to oilfield-related employment.

- Previous oil industry related experience
- Military
- Pipeline
- Construction/labor
- Mechanics
- Mechanical repair/troubleshooting
- Agriculture/farming
- Carpentry or plumbing
- Firefighting
- Equipment monitoring
- Heavy equipment operation/repair
- Safety and security
- Logging
- Commercial fishing
- Manufacturing
- Class A CDL driving
- Computer and other office skills
- Customer service
- Supervisory/management
- Reliability
- Decision making and problem solving
- Ability to listen and follow directions
- Working in the elements (hot and cold)
- Working long hours
- Working at a physically demanding job
- Stable employment history

SAMPLE OILFIELD POSITION TITLES

The same type of job may be called different titles at different companies. Refer to the oilfield terms glossary at www.glossary.oilfield.slb.com to learn oilfield-related terminology or search terms online. A partial list of job titles related to oil and gas occupations follows.

- Accounting and Payroll Clerk
- Administrative/Clerical Support Staff
- Biologist
- Computer Programmer
- Construction/Laborer
- Crane Operator
- Dispatcher/Logistics Worker
- Drillers/Derrickhand/Tool Pusher
- Electrician (Journeyman or Master)
- Engineer
- Environmental Technician
- Fabricator
- Floorhand
- Flowback Tester or Operator
- Fracking: Operator, Engineer or Coordinator
- Geologist
- Heavy Equipment Operator
- Human Resource (HR) staff
- Hydro Excavator
- I & E Technicians/Service Tech
- Lease Operator/Pumper/Gauger/Wellhead Pumper
- Line Locator
- Mud Engineer/Fluid Service Tech
- Pipe Inspector
- Pipefitter
- Pipeline Technician/Compressor Station Operator/Pipeline Operator/Gas Measurement Tech
- Plant Operator
- Project Manager
- Pump Technician/Field Tech
- Roustabout
- Safety Coordinator
- Sales Representative
- Salt Water Disposal Operator
- Satellite Technician
- Seismographers/Surveying Tech
- Service Unit Operator
- Shop Personnel
- Solids Control Tech
- Tool Operator
- Transloader
- Truck Driver – CDL, Class A or B (Water Hauler, Wench Driver, Crude/Gas Hauler, Vac Truck)
- Warehouse Worker
- Wastewater Treatment Staff
- Welder – Pipe Certifications
- Well Tester
- Wireline Operator

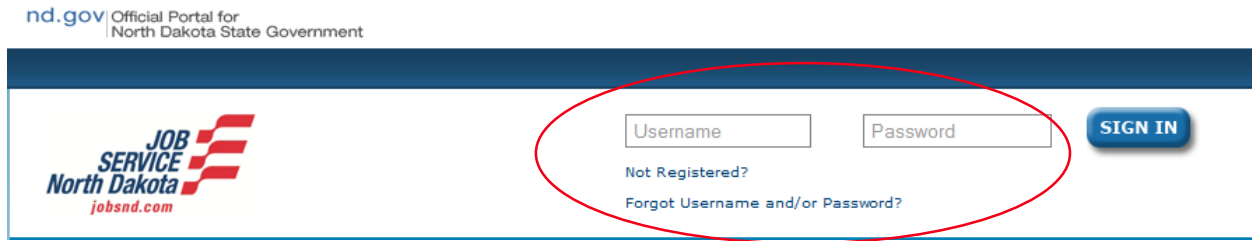
SEARCH FOR OILFIELD JOBS ON JOBSND.COM

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*. You will arrive at the registration page.

Step 2: Register or Log In



If you're a new user, *click Not Registered*, and *click Individual* in the **Option 2 – Create a User Account** box on the page that opens. Complete the required fields and remember your Username and Password to make future visits fast and easy.

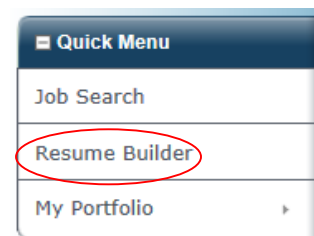
If you are already registered, enter your Username and Password in the fields at the top of the page and *click Sign In*.

Note: Always log in when looking for job opportunities so you can see all the details about the job, including how to apply. Update your profile as needed (click *My Portfolio/My Individual Profiles/Personal Profile/General Information* tab and *Background* tab).

Step 3: Create a Résumé

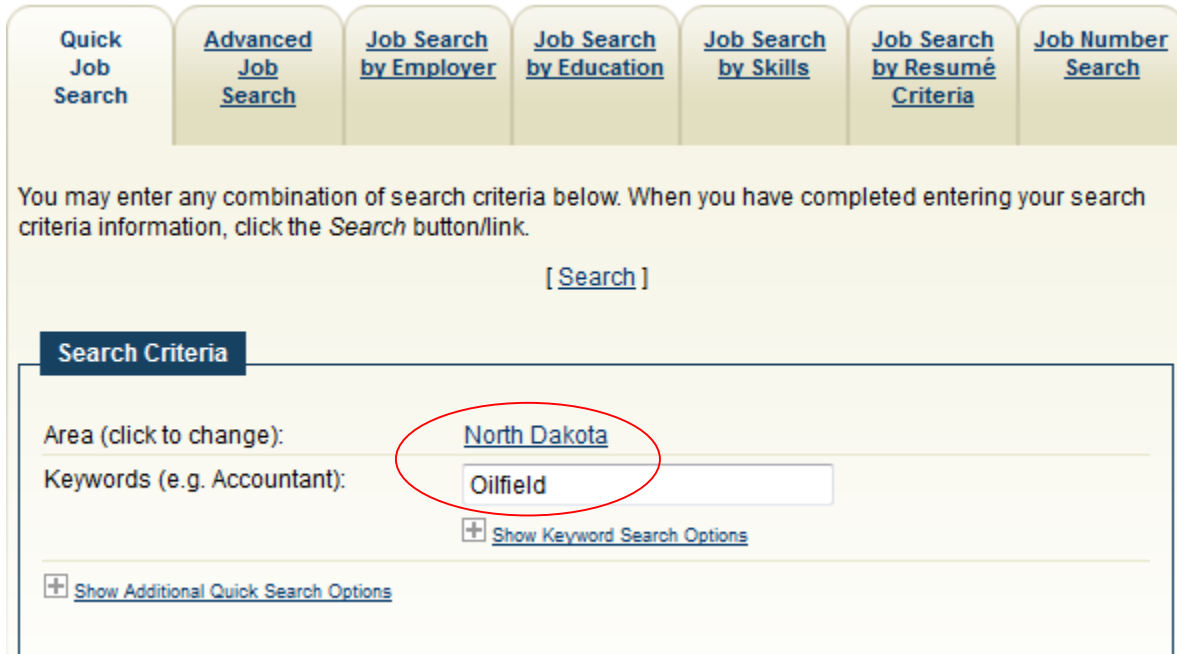
Employers search résumés on jobsnd.com based on the titles and skills your résumés highlight. Consider creating several different résumés based on the jobs for which you are applying. You can save up to 20 résumés and each résumé will remain active for 90 days.

- *Click Résumé Builder* when logged in to your account.
- *Click Create New Résumé* or click a résumé's title to edit an existing résumé.
- Select the creation method you want to use and enter a title.
- *Click Next* to begin entering and updating your information, then print as desired.



Step 4: Start Your Search

There are several ways to search for jobs on jobsnd.com. These job search options are represented on the tabs in the screen shot below. This guide focuses on the three most common job search options.



The screenshot displays a search interface with seven tabs: [Quick Job Search](#), [Advanced Job Search](#), [Job Search by Employer](#), [Job Search by Education](#), [Job Search by Skills](#), [Job Search by Resumé Criteria](#), and [Job Number Search](#). Below the tabs, a message states: "You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the [Search](#) button/link." A [\[Search \]](#) button is located below the message. The **Search Criteria** section includes: "Area (click to change):" with a dropdown menu showing [North Dakota](#) (circled in red); "Keywords (e.g. Accountant):" with a text input field containing "Oilfield" and a [+ Show Keyword Search Options](#) link below it; and a [+ Show Additional Quick Search Options](#) link at the bottom left.

Option 1: Quick Job Search

The Quick Job Search is the fastest way to search for jobs and gives you the option to search by keyword for a specific job type within a selected geographic area. Selecting a geographic area and leaving the keyword field blank will result in a list of all jobs in the selected area.

1. Log in to your account on jobsnd.com.
2. *Click **Job Search*** in the Quick Menu.
3. *Click the **Quick Job Search*** tab.
4. In the **Search Criteria** box, *click the **Area*** displayed then select an **Area Type** from the drop down menu.
5. Enter **Oilfield** (1 word) in the **Keyword** field, then *click* Search. The most recently entered or updated job orders will be listed first followed by those postings with *oilfield* in the job description.
6. Click a job title for more job details. Follow the employer's application instructions. If directions are not in the Job Description area, *click **How to apply for this job*** near the bottom of the screen.

Towns, counties, and zip codes of areas located in the oilfields are:

Counties:

Billings	Dunn	Mercer	Ward
Bottineau	Golden Valley	Mountrail	Williams
Bowman	McHenry	Renville	
Burke	McKenzie	Slope	
Divide	McLean	Stark	

Towns and Zip Codes:

Belfield, 58622	Minot, 58701 and 58703	Stanley, 58784
Crosby, 58730	New Town, 58763	Tioga, 58852
Dickinson, 58601	Richardton, 58652	Watford City, 58854
Keene, 58847	Powers Lake, 58773	Williston, 58801
Killdeer, 58640	Ray, 58849	

Option 2: Advanced Job Search

The Advanced Job Search allows you to fine-tune your job search by selecting specific job and employer criteria.

Example 1: Search for entry-level oilfield jobs:

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

The system will search for and display oilfield jobs that require no experience. Click a job title for more job details. Follow the employer's application instructions. If directions are not in the Job Description area, *click How to apply for this job* near the bottom of the screen.

Example 2: Search for a specific job with required years of experience.

Let's assume you have five years of truck driver experience and you want to know what jobs are available in the oilfield industry for someone with your experience.

1. Log in to jobsnd.com.
2. *Click **Job Search*** on the left side of the page.
3. *Click the **Advanced Job Search*** tab.
4. Switch **Area**: Select **State** from the dropdown options.
5. Scroll down to the **Job Keyword Criteria** section.
 - Enter "Oilfield" in the **Find jobs that have . . . All these words** field.
 - Enter "Driver" in the **One or more of these words** field.
6. Scroll down to the **General Job Order Criteria** section.
 - Enter "60" (5 years x 12 months = 60 months) in the **Job Experience in month(s)**.
 - Note: If you leave this field blank you will get a list of all jobs containing the keyword "driver" regardless of experience required.
7. *Click **Search*** at the bottom of the page.

The system will search for and display oilfield driver jobs that require a minimum of 5 years driving experience. Click a job title for more job details. Follow the employer's application instructions. If directions are not in the Job Description area, *click **How to apply for this job*** near the bottom of the screen.

Option 3: Job Number Search

The Job Number Search displays job orders (job openings on jobsnd.com) that match the job order number you enter.

1. Log in to jobsnd.com.
2. *Click **Job Search*** on the left side of the page.
3. *Click the **Job Number Search*** tab.
4. Enter one or more job order numbers (separated by commas) in the **Job Order Number** field (Ex. 123456, 456789).
5. *Click **Search*** at the bottom of the page.

The system will search for and display the jobs that match the numbers you entered. Click a job title for more job details. Follow the employer's application instructions. If directions are not in the Job Description area, *click **How to apply for this job*** near the bottom of the screen.

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. Scroll to the 'Non-Resident Temporary Registration' link or visit any Motor Vehicle branch office.

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 ND driver's license office location. NDDOT will review your application, verify all standard records checks, and notify you of the outcome.

CDL DRIVING IN THE OILFIELDS

To follow are some general guidelines we've learned by helping customers who want to secure truck driving jobs in the oilfields. Each company is different, however, so be sure to check with each company for their specific requirements.

- To get hired:
 - ✓ Have a CDL (Class A preferred) and bring your license with you.
 - ✓ Pass a drug test and receive a clean background check.
 - ✓ Be *at least* 21 years of age.
 - ✓ Have a clean driving record.
 - ✓ Have a recent copy of your DMV record from the state in which you are licensed.
 - ✓ Have your DOT medical card and a copy of your medical "long form" results, if possible.
- Certifications and endorsements are required for many jobs. It is best to obtain endorsements from the state that issued the CDL (proof required):
 - Hazmat Doubles/Triples Tankers Airbrakes
- To haul oil:
 - ✓ 2 years experience. Hazmat endorsement usually required.
- To haul water, pipe, gravel, or equipment:
 - ✓ May hire drivers with less experience.
- To drive tanker or double/triple:
 - ✓ Minimum of 2 years experience is generally required.

HOUSING AND ACCOMMODATIONS

Housing and accommodations are in great demand. The shortage of places to stay is being addressed but availability still lags behind demand. **Be sure to have housing or other accommodations arranged *before* you arrive in North Dakota.**

The *Williston Relocation Guide* (www.willistonnd.com/relocation/RelocationGuide.pdf) and the ND Department of Tourism *Places to Stay* page (www.ndtourism.com/listings/places-to-stay) are great resources to get you started in your search for housing. For Dickinson lodging availability go to: <http://www.visitdickinson.com/lodging>

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

Crew Camps – Several companies lease space at the ‘crew camps’ to house workers. There may or may not be a cost to you. Crew camps are available, but not on a night-to-night basis. Crew camps are being phased out as housing options improve.

Hotels/Motels – Be sure to book a hotel before you arrive.

Houses/Apartments – 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 Parks – 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.

ADDITIONAL RESOURCES

North Dakota

Job Service North Dakota – 16 locations (www.jobsnd.com/office-locations) 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

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

Williston Wire – www.willistonwire.com

Other sites

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

www.rockinthebakken.com

www.bismanonline.com

www.bakkentoday.com

www.oilprimer.com

www.ndoiljobs.com

www.northdakotarigsmap.com

www.midwestoiljobs.com

www.dmr.nd.gov/oilgas/riglist.asp

www.rigzone.com

Newspapers

www.willistonherald.com – Daily

www.thedickinsonpress.com – Daily

www.minotdailynews.com – Daily

<http://theshopperinc.net> – Weekly

http://www.willistonherald.com/talkin_the_bakken/

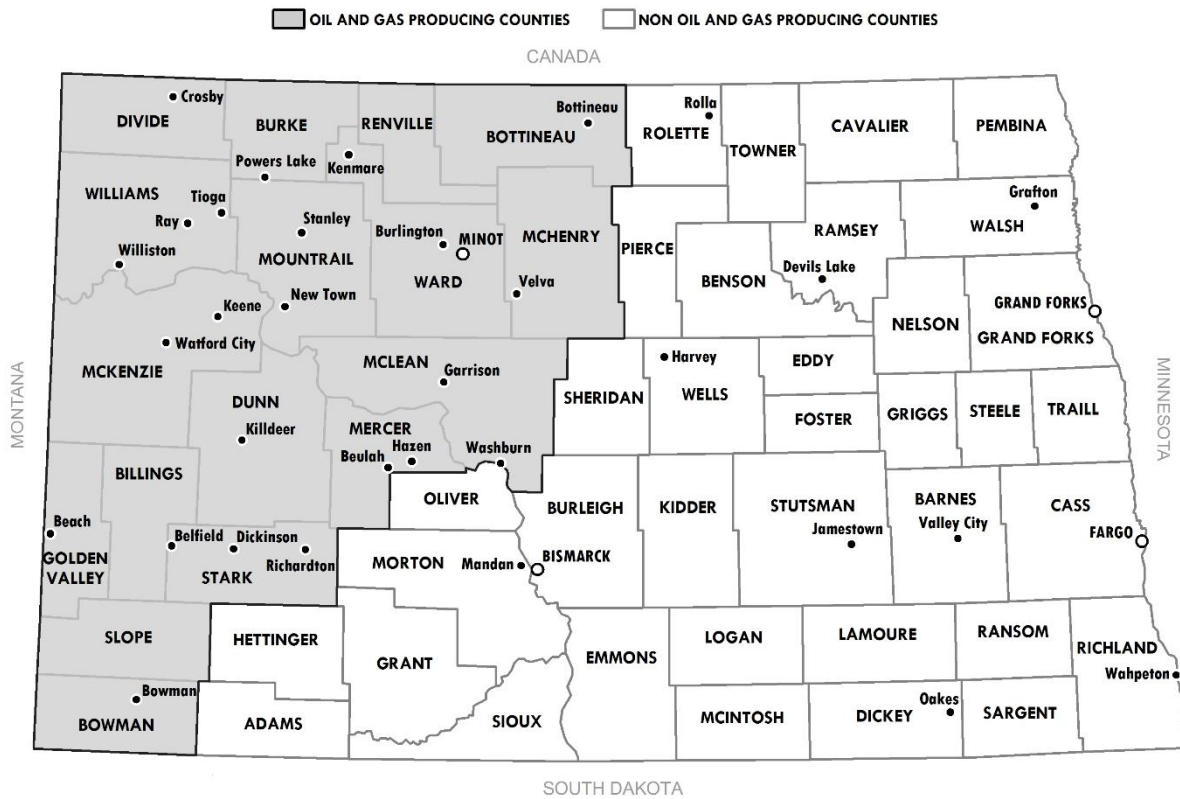
Job Service Offices in the Oil Patch

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

TTY customers call 800-366-6888 or 7-1-1.



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

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WORKFORCE PROGRAMS
JSND-6177 (R.4.15)

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