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# Example of Rig Manager Job Description

Our company is looking to fill the role of rig manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for rig manager

* Coordinates safety meetings and pre-job safety meetings
* Must be proficient in well control, sustains the upkeep of rig equipment and suggests improvements, and maintains the paperwork (including morning reports, IADC daily log report)
* Keeps the superintendent updated on operations
* Must be able to perform First Aid/CPR
* Must know everyone's fire and abandon station and be sure everyone else is also aware of their station
* Plans various rig activities such as repairs, daily maintenance, and preventative maintenance, major repairs to guarantee efficient drilling and minimize downtime of the rig
* Orders rig supplies, parts, and materials -- anticipating and requisitioning each item so that required items are on hand when needed
* Responsible for knowing state of repair concerning drill pipe/ collars, BOP equipment, and , in coordination with Drilling Superintendent
* Communicates with Drilling Superintendent on all matters of special significance
* Ensures that crew members are properly trained and familiarized with standard operating procedures to include, but not limited to, proper care and maintenance of the rig and drill string, including lubrication of equipment and housekeeping

## Qualifications for rig manager

* Responsible for enforcement and clarification of Company IMS policies and procedures
* Provide encouragement, assistance and guidance to crews with their training
* Abide by Company IMS policies, procedures and best practices at all times
* Manage daily rig activity to include, but not limited to, crew scheduling, supply maintenance, safety training, personnel issues
* Carry out the daily tasks related to the purchasing, materials handling, and service ordering functions which are delegated by the Purchasing Manager, in an efficient and speedy manner
* Follow up that the best possible price is obtained, before the purchase orders are issued