



## Example of Field Tech Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking for a field tech. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for field tech

- Under general supervision repairs, installs, and tests less complex computer system hardware or software
  - Codes, process, track and monitor production data, data for landowner payments, work orders, job tickets and invoices, working closely with supervisors to ensure information is processed correctly and invoices are charged to proper G&A/LOE (General & Administrative/Lease Operating Expenses) and AFE (Authority for Expenditures) accounts
  - Compile and process various internal and external oil and gas activity data and reports related to production, route optimization, drilling, completions, safety, environmental, laboratory analysis, or other within various databases including SiteView, WellView, TOW, Telogis, eVIN, INFOR, XSPOC and others
  - Process and submit expense reports for management
  - May update, maintains and audits job status information
  - Create and maintain well files on-site
  - Capable of filling in where needed in location
  - Executes service delivery (IMAC, Break Fix, Desk Side Support) according to Managed Client Policy & Procedure Guide
  - Performs troubleshooting (software & hardware), parts replacement, system upgrades, and PC deployments & repair on Client Assets in campus / remote locations
  - Utilizes advanced tools / technical knowledge to remediate customer problems and conduct scheduled installs
-

- A+ certification and related experience = a nice to have
- Must have knowledge of repairing computers and printers
- Some experience in an electric motor/job shop environment would be greatly beneficial
- Candidate must be available for on call and overtime work
- Bachelor's degree in related field preferred or relevant experience
- Demonstrated effectiveness in coaching and guiding others strongly preferred