

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. The oilfield industry employs welders, general laborers, roustabouts biologists, computer programmers, engineers, lease operators, and many other professions crucial to the industry's success. In large part, careers in the oil industry are long-term opportunities.

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:

- Ⓐ Companies are looking for long-term employees.
- Ⓐ Housing will be difficult to find. Ask employers if they offer housing assistance.
- Ⓐ Work days are long and physically demanding, usually outdoors, year-round, regardless of weather conditions.
- Ⓐ 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.
- Ⓐ 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.
- Ⓐ 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 www.yahoo.com, www.hotmail.com, or www.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.

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

(Select the *Drilling Video* link in the left navigation.)

OIL AND GAS OCCUPATIONS, SKILLS & EXPERIENCE NEEDED

(Type of skills/experience will vary by occupation)

Occupations

- Administrative/Clerical Support Staff
- Biologists
- Computer Programmers
- Derrick Operators – Oil & Gas
- Dispatchers
- Electricians
- Engineers
- Fabricators
- Geologists
- Heavy Equipment Operators
- Human Resource (HR) Staff
- Lease Operators
- Logistics Workers
- Machinists
- Mechanic – Diesel, Natural Gas & Mtce.
- Mudloggers
- Pipe Inspectors
- Pipefitters
- Rotary Drill Operators – Oil & Gas
- Roustabouts – Oil & Gas
- Safety Coordinators
- Sales Representatives
- Satellite Technicians
- Seismographers
- Service Unit Operators – Oil/Gas/Mining
- Shop Personnel
- Surveying Technicians
- Truck Drivers – CDL
- Warehouse Workers
- Wastewater Treatment Staff
- Welders – Pipe Certifications
- Well Testing
- Wellhead Pumpers
- Wireline Operators
- ...and many more!

Previous Experience

- Oilfield
- Military
- Construction
- Mechanics
- Agriculture/Farming
- Carpentry
- Logging
- Commercial Fishing
- Manufacturing
- Working in the Elements
- Working Long Hours

Knowledge

- Mechanical
- Production/Processing
- SAP Software
- Safety and Security
- Explosives
- Computer Skills
- Clerical Skills
- Mathematics
- Design

Skills

- Operation and Control
- Troubleshooting
- Monitoring
- Operation Monitoring
- Problem Solving
- Critical Thinking
- Equipment Maintenance
- Judgment
- Reading Comprehension
- Repairing
- Reliability
- Decision Making
- Active Listening
- Time Management
- Speaking
- Instructing
- Customer Service

Abilities

- Finger Dexterity
- Strength
- Deductive Reasoning
- Body Flexibility and Steadiness
- Reaction Time
- Vision with Depth Perception

Skills Descriptions

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Problem Solving — Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Instructing — Teaching others how to do something.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Operation and Control — Controlling operations of equipment or systems.

Operation Monitoring — Watching gauges, dials, or other indicators to ensure machines work properly.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Repairing — Repairing machines or systems using the needed tools.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Start your job search from home!

Register on jobsnd.com, post your résumé (since many employers search through our resumes for job candidates), then search and apply for jobs.

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.

Individuals

- Find a job
- Unemployment Benefits



Business

- Recruit Employees
- Unemployment Tax



Res

- Fin
- Lat

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: Update Your Profile

On the left of the screen click *My Individual Profile* and then *Personal Profile*. Update information on the *General Information* tab as needed. Then choose the *Background* tab and click on *Start the Background Wizard*. Complete all requested information.

Step 4: 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 on jobsnd.com and each résumé will remain active for 90 days.

Click *Résumé Builder*.

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.

Choose a layout template and click *Next* to begin entering and updating your information. You can

print résumés quickly by clicking *Print* under *Additional Résumé Options* at the bottom of each of your résumés.



Step 5: Start Your Search

There are three different ways to search for oilfield jobs in jobsnd.com

OPTION 1



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 6.

Step 6: 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 7: Apply for Jobs

When you find a job you are interested in, click *How to 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.

[How to apply for this job](#)

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

OPTION 2

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 using the advanced job search tab:

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.

OPTION 3

You can further refine your job search by area, zip code, and utilizing additional key words.

1. Log in to **jobsnd.com**.
2. Click on **Job Search**.
3. Click on the **Advanced Job Search** tab.
4. Switch **Area**. (Minot, Dickinson, or Williston):
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. You can further refine your oilfield job search by adding up to three specific job types (ie: truck driver, technician, roustabout, lease operator, etc.)
10. Scroll down and click **Search**.

You may also choose to search by **county**. Currently there are 19 oil-producing counties: Adams, Billings, Bottineau, Bowman, Burke, Divide, Dunn, Golden Valley, Hettinger, McHenry, McKenzie, McLean, Mercer, Mountrail, Renville, Slope, Stark, Ward, and Williams.

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.

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.

SPECIAL INFORMATION ABOUT CDL DRIVING IN THE OILFIELDS

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

- To get hired:
 - ✓ Have a CDL (Class A preferred)
 - ✓ Pass a drug test
 - ✓ 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

- Certifications and endorsements are required for many jobs (Proof required)
 - ✓ Hazmat
 - ✓ Doubles/Triples
 - ✓ 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 and a copy of your medical “long form” results if possible
 - ✓ Tankers
 - ✓ Airbrakes

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

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*

*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

Williston Wire – www.willistonwire.com

SMALLER TOWNS IN THE OIL PATCH

Belfield

Crosby

Keene

Killdeer

New Town

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.bakkentoday.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 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.

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 their workers. There may or may not be a cost to you.

Hotels/Motels – 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.

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.

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

JOB SERVICE OFFICES IN THE OIL PATCH

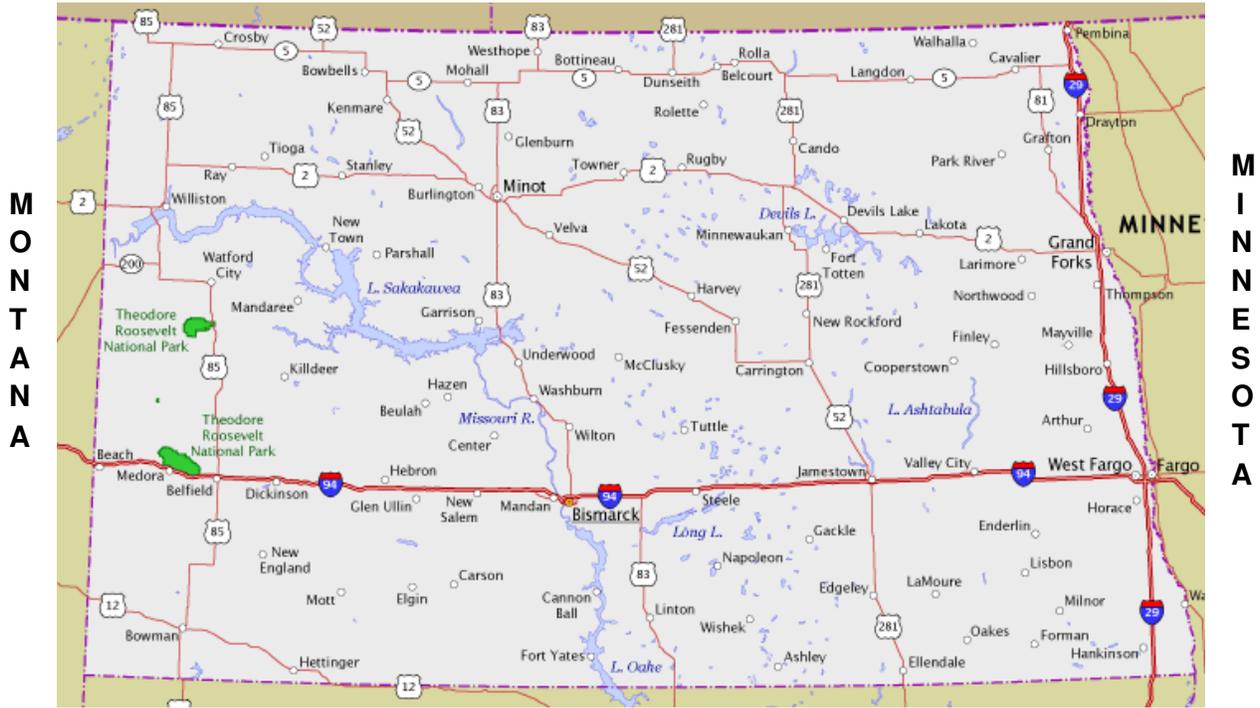
Dickinson Job Service (Stark County)
66 Osborn Drive
Dickinson, ND 58601
701-227-3100

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.

CANADA



MONTANA

MINNESOTA

SOUTH DAKOTA

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



WORKFORCE PROGRAMS
JSND-6177 (R.3.14)

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