



HAWK
OILFIELD SERVICE

HAWK OILFIELD ORGANIZATIONAL CHART



Construction and Production Divisions

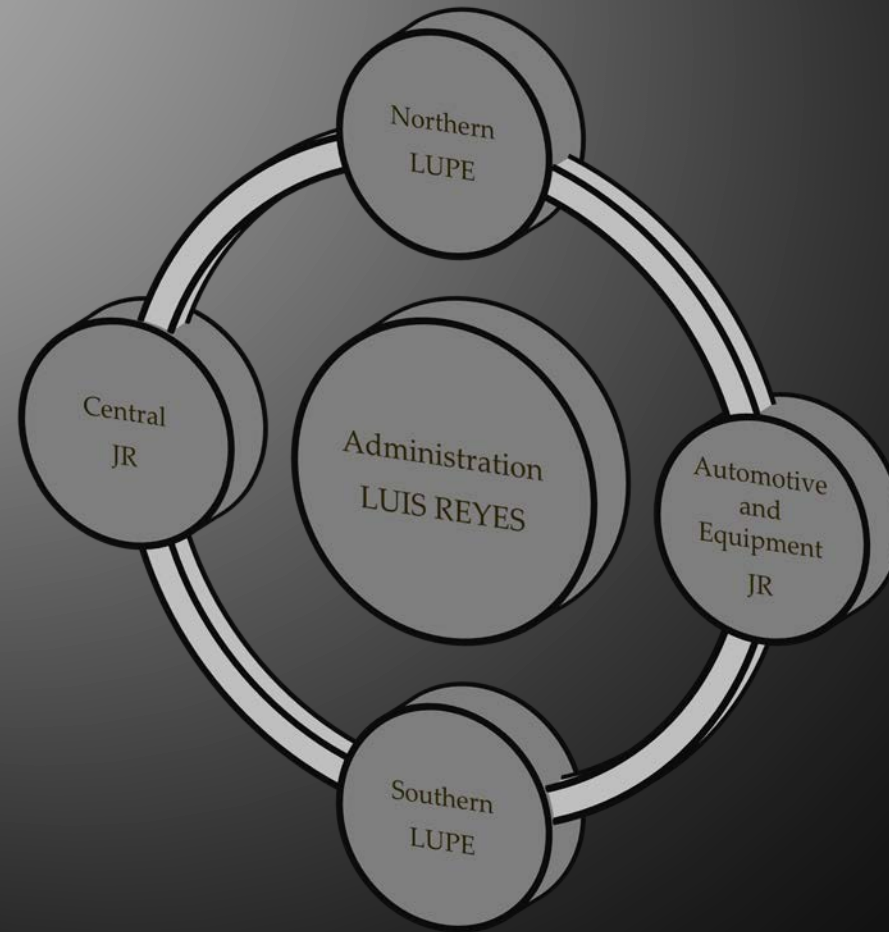
- ▣ Northern
 - Lupe
- ▣ Central
 - JR
- ▣ Southern
 - Baldomero



SUPPORT DIVISIONS

- ▣ Automotive and Equipment
- ▣ Human Resources
- ▣ Safety and Loss Prevention
- ▣ Accounts Receivable

DIVISIONS BY LEADER



Disciplinary Action

- ▣ 1st incident
 - Verbal Warning
- ▣ 2nd incident
 - Written Warning
- ▣ 3rd incident
 - Suspension
- ▣ 4th incident
 - termination

***NOTE- based on the severity of the incident HR and/or Safety may terminate on the 1st incident**

Human Resources (HR) / SAFETY

- ▣ Bullying
- ▣ Conflict Resolution
- ▣ Demotion
- ▣ Disability Accommodations
- ▣ Disciplinary Issues
- ▣ Dress & Appearance
- ▣ Employee Conduct
- ▣ Employee Engagement
- ▣ Employee Relations
- ▣ Careers
- ▣ Employee Relations-Legal & Regulatory Issues
- ▣ Equipment neglect and abuse
- ▣ Equal Employment Opportunity (EEO)
- ▣ Harassment
- ▣ Investigations
- ▣ Performance Management
- ▣ Policies & Practices
- ▣ Posting Requirements
- ▣ Recognition
- ▣ Records & Reports
- ▣ Retaliation
- ▣ Termination

Human Resources (HR) / SAFETY

- Payroll
- Benefits
- Recruiting
- Hiring
- Training
- Communication
- Policy Recommendation and Enforcement
- Salary and Benefits
- Employee Relations
 - Absenteeism
 - Medical Records
 - Counseling
- Housekeeping of all base facilities
- Oversees 3rd party personnel; INS & Safety reviews
- Enforces compliance of HSE standards at facilities and jobsites
- Facility inspections and audits
- Environmental sampling and test
- Statistical and Federal reporting
- Safety Training
- SSE

Service Department

Shop Coordinator

- Identify All Equipment
- Coordinate PM schedules
- Enforce PM education/Pre and Post inspections
- Coordinate Equipment repair
- Coordinate Assets tracking Systems
- Coordinate purchasing runner/hot shots

Service Writer

- Writes Service Calls
- Complete all service orders
- Maintain all equipment files
- Order Parts

MECHANICS

Diagnose equipment problems
Repair complex equipment problems

ACCOUNTS RECIVABLE (AR)

“TICKETS”

- ▣ Report all work completed
- ▣ Report all expenses
- ▣ Request PO's for Construction and Production