

Job Description for: Asst Engineer II

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20001204	05/27/2007	06/01/1989	H	1	009

9000 Basic Function
GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Assists engineers and/or technicians in gathering, consolidating, and interpreting engineering data in an assigned area.

9001 Scope
INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

Incumbent will perform his duties in an area where professional engineering services are performed. Work assignment will encompass various industrial plants and/or engineering projects in any of the Company's fields of activity. Incumbent will normally specialize in one or two particular technical areas but will possess the ability to perform in new or related areas after a reasonable indoctrination. Degree of instruction for assignment will depend on its complexity. Work will consist of gathering data, performing routine or recurring tests, preparing or assisting in the preparation of reports, and related duties in accordance with established procedures. For more complicated, non-routine assignments, direction is provided by Ass't Engineer I or the responsible engineers and/or technicians. Data gathering and testing is normally performed in a laboratory or at the field site location.

9002 Principal Contacts
INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

INTERNAL: Routinely with engineers, technicians, and/or Assistant Engineer I for work assignments and direction. Occasionally with Unit Supervisor, operations, and maintenance personnel to coordinate work assignments.

9003 Principal Duties
DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR

**AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS.
PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.**

ZHR00041 212 (PRH)
Run by : HUGHESP

Saudi Aramco Systems
Job Descriptions

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Trans : ZH0009

- a. Assists in the execution of various tests as directed by superior. Collects information and gathers data; takes measurements and does calibrations independently or under supervision.
- b. Assists in reviewing, compiling, and correlating engineering data from various sources on an assigned subject for the specialist office or proponent.
- c. Assists engineering staff to correlate data; helps to perform basic calculations after introductory instruction.
- d. Assists in preparing comprehensive technical reports and miscellaneous reports such as monthly status reports.
- e. Helps to research background information of engineering and/or technical problems, testing procedures, materials standards & specifications.
- f. Coordinates with field production & maintenance personnel to evaluate the performance and maintenance history of engineering materials and/or equipment.

9004 Minimum Requirements

A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

- A. COMPLETION OF ITC: ENGLISH, ER; MATH, M6; SCIENCE, ST.
- B. EXPERIENCE REQUIRED: Six (6) YEARS. OR
- A. TWO-YEAR DEGREE IN ENGINEERING TECHNOLOGY OR A CLOSELY RELATED FIELD PLUS TWO YEARS OF RELEVANT EXPERIENCE IN ENGINEERING SUPPORT WORK, OF WHICH ONE YEAR SHOULD HAVE BEEN WITHIN THE SPECIALIST AREA.
- C. Ability to read and write English, knowledge of engineering terminology.
- D. Possess, or be able to secure, a valid SAG drivers license.

******* End of Report ZHR00041 *******