

**Job Description for: Asst Engineer I**

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20001203	05/27/2007	06/01/1989	H	1	010

**9000 Basic Function**

**GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.**

Assists engineers and/or technicians in gathering, consolidating, interpreting, and evaluating engineering data in an assigned area. Provides work direction to Assistant Engineer II and Engineering Aides in his primary area of competence.

**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 specialize in 3 or 4 technical areas but will perform with a high degree of competence in any other technical area after a brief orientation. Routine work assignments will be performed independently. More detailed instructions will be received for complex assignments. Work will consist of gathering & compiling data, performing routine & unique tests, preparing reports, providing work direction & guidance to Ass't Engineers II and Engineering Aides, and related technical duties as required. Data gathering and testing is normally performed in a laboratory or at field site locations, but may require research of written standards and specifications as well. Incumbent receives work assignments and priorities from an Engineers Technicians Specialist or Unit Supervisor and is expected to complete assigned tasks with independence within established procedures.

**9002 Principal Contacts**

**INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.**

INTERNAL: Routinely with professional engineers, technicians, and Unit Supervisor in the assigned administrative area for work assignment and direction; with Assistant Engineers II and Engineering Aides to provide guidance and work direction, as required. Frequently with operations and maintenance engineers and technicians in the performance of testing and data

gathering duties.

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**9003 Principal Duties**

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Job Descriptions

Trans : ZH0009

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**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.**

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- a. Assists in the preparation and execution of various routine and unique tests as assigned by superior. Gathers and assembles technical data and takes measurements & samples. Assures that such activities performed by Assistant Engineers II are performed reliably and accurately.
- b. Collates, evaluates, and interprets data for assembling engineering reports and studies. Makes calculations and does calibrations independently. Assures that such activities performed by Assistant Engineers II are reliable.
- c. Researches and compiles engineering information from various other Company Divisions for use by engineers as background for testing & study preparation.
- d. Ensures that special tools, instruments, meters, and other field and lab equipment required by the specialist engineering office are available, kept in good repair, and proper stored & handled.
- e. Coordinates with field production & maintenance personnel to evaluate the performance and maintenance history of engineering materials and/or equipment.
- f. Guides and/or directs Assistant Engineers II and Engineering Aides in the performance of tests, data gathering, and related duties.

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**9004 Minimum Requirements**

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

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- A. COMPLETION OF ITC: ENGLISH, ERW; MATH, MC; SCIENCE, ST.
- B. EXPERIENCE REQUIRED: EIGHT (8) YEARS. OR
  - A. TWO-YEAR DEGREE IN ENGINEERING TECHNOLOGY OR A CLOSELY RELATED FIELD PLUS FOUR YEARS OF RELEVANT EXPERIENCE IN ENGINEERING SUPPORT WORK, OF WHICH TWO YEARS SHOULD HAVE BEEN WITHIN THE AREAS OF TECHNICAL SPECIALIZATION.
  - C. Fluency in English; broad knowledge of engineering terminology and relevant testing procedures & specifications.
  - D. Possess, or be able to secure, a valid SAG drivers license.

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

