

**Job Description for: Const Mat Spec I**

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20003572 012	09/02/2007	06/01/1989	H	2	

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

Provides expert knowledge for materials systems indoctrination for project and contractor personnel for assigned projects or groups of projects. Implements activities necessary to identify and obtain project materials, when required, from ARAMCO and outside sources. Provides long-term planning support to the project team although incumbent may be asked to resolve immediate materials problems which occur.

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

Responsible under a Project Materials Specialist or a Senior Project Engineer for the medium to long-range planning for sources of supply for project construction materials. Provides direction and training to project personnel (both Aramco and Contractor) in requisition preparation and systems operation in support of construction materials acquisition and control. Provides support to the project in using the ARAMCO Materials System (AMS) allocation programs, reviewing direct charge requisitions for completeness, and assists in the research necessary to identify and obtain excess and surplus materials to support project construction. Implements special handling or expediting efforts necessary to meet construction schedules. The incumbent will spend the majority of his time in the long range planning and special or unique problem resolution areas. Incumbent may be asked to resolve immediate problem areas and maintain frequent contact with field personnel to monitor, accurately, on-going construction activity.

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

INTERNAL: Frequently with various MSO personnel up through Division level to resolve existing or potential problems. Frequent contact with project personnel up to Sr. Project Engineer to determine scheduling strategies and materials availability schedules.

EXTERNAL: Frequent contact with contractor field materials personnel to train or monitor their use of ARAMCO material systems. Will provide training to the contractor staff, with the assistance of a CMS II (if necessary), in allocation

procedures and requisition preparation.

**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.

- A. Conducts indoctrination sessions for project and contractor personnel in the use of ARAMCO materials systems, direct charge requisition preparation, and procedures for withdrawing materials from a variety of sources in a timely manner.
- B. Monitors and reports on the timely planning and time phasing of materials allocations, procurement and availability.
- C. Supports the projects efforts to use surplus and excess materials by obtaining descriptive data necessary to determine materials acceptability. May include obtaining purchase order information from archives, engineering technical evaluations and waivers, materials location and condition reports and accounting and price information.
- D. Recommends substitute materials to replace items not available when required. Obtains back-up information necessary to support such substitutes.
- E. Plans for the disposition of unused construction materials when such materials are determined to be excess to project requirements and instructs project personnel in the correct procedures for accomplishing the disposition.
- F. Visits project offices or sites on a regular and frequent basis to support on-going design or construction activities.
- G. Makes recommendations to projects on potential cost savings in materials support activities through modification to existing systems and procedures in line with MSO policy.
- H. Works closely with project and MSO personnel to ensure the timely identification, procurement and availability of spare parts for plant commissioning and start-up.
- I. Obtains status, from ARAMCO Purchasing, on order placement, delivery and shipping status for critical materials.

9004 Minimum Requirements

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

- A. COMPLETION OF ITC: ENGLISH, ERW; MATH, MA EXPERIENCE REQUIRED: 14 YEARS.
- B. Fourteen (14) years combined experience in two or more of the following areas; project design and construction, purchasing, materials inventory control, scheduling/forecasting, or construction contract administration
- C. A good command of written and spoken English.
- D. Thorough knowledge of the ARAMCO materials systems and the ability to set-up and operate a material accountability system for a medium to large scale project.