

Job Description for: Const Mat Spec II

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20003573	11/05/2007	06/01/1989	H	2	011

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

Provides excellent knowledge in materials systems indoctrination to Aramco and contractor personnel. Resolves immediate materials problems and supports project personnel in obtaining construction materials, when required, throughout the life of the project.

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 for the short term and immediate materials problems resolution, which includes follow-up with relevant systems and procedures personnel. Assists with long-range materials planning activities required to determine the sources of supply and time-phasing of materials availability. Incumbent serves as staff support to a Construction Materials Specialist I or a Project Materials Specialist. Assists in the training of project and contractor materials personnel in the use of Materials Supply Systems and procedures. Assists in the review of systems generated output reports pertaining to the status of materials availability.

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

INTERNAL: Daily with Materials Supply personnel through the Unit Head level to obtain information on inventory levels and assist in meeting immediate project materials requirements. Works closely with project engineers to identify substitute materials.
EXTERNAL: Occasional with contractor field materials personnel regarding materials delivery status or alternative systems support requirements.

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. Works directly with project engineers and materials staff to solve immediate materials problems by using surplus, excess or substitute materials.
- B. Assists in the training of project and contractor personnel in the identification and allocation of AMS materials,

requisition preparation and surplus/excess reservation and issue procedures.

C. Reviews project materials systems reports for accuracy and completeness and reports on discrepancies.

D. Assists the CMS I or PMS in long term planning by highlighting current or impending problem areas and recommend possible solutions.

E. Investigates project reports of incorrect, incomplete or substandard materials with the appropriate MSO department and reports to the CMS I, PMS and/or project personnel for resolution.

F. Assists project in maintaining a high-degree of data quality within those MSO systems which support project activities. This may include resolution of requisition reject reports, allocation reject or warning reports or overdue allocation reports.

G. Obtains on line inventory information through the materials Teleprocessing System to support immediate and on-going project activities. This may include inventory levels, purchase order and delivery status.

H. Reviews and processes requests for materials system reports on AMS or direct charge surplus. Ensures the receipt and timely distribution of reports to the appropriate project personnel.

I. Provides regular status reports to MSO personnel pertaining to project activities.

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, ERW; MATH, MA.

EXPERIENCE REQUIRED: 12 YEARS.

B. 12 years combined experience in one or more of the following fields; construction, project design, project planning and scheduling, procurement, site materials control, or materials scheduling and forecasting.

C. Good command of oral and written English.

D. Working knowledge of the ARAMCO Materials System including allocation and issuing procedures, teleprocessing equipment usage and materials accountability.

E. Ability to set-up a materials accountability system for a small to medium scale project.