

Job Description for: Constr Safety Advisor

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20003551	09/11/2007	06/01/1989	H	2	011

9000 Basic Function

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

Audits for compliance with Aramco Loss Prevention requirements to minimize losses to Aramco, the public, and the contractor. This is accomplished by : assisting contractors in preparation of an effective Loss Control program; job site inspections to identify and correct unsafe acts and conditions which cause losses; and evaluating the effectiveness of the contractors safety program and recommending corrective action.

9001 Scope

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

Work in an assigned area such as Abqaiq, Ras Tanura, or Dhahran with construction contractor clients. These contractors are under the auspices of Project Management or Construction while work direction is from the area Loss Prevention Supervisor. The incumbent works in the field and receives only minimum supervision to perform assigned tasks.

This job is similar to the current Loss Prevention Advisor (9853I) but are not interchangeable due to different emphasis , experience and duties.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Contacts jobsite superintendents and Aramco construction engineers frequently to review Loss Prevention problems and points out where action is required. Contacts with contractor owners or managers less frequently. Has occasional contact with Aramco Managers. Daily contacts with site safety personnel to resolve problems.

Meets weekly with Construction Engineers and Project Managers or Construction Superintendents whose contracts he services to review progress and determine future action required.

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.

1. Familiarizes himself with the details of construction jobs which will be his responsibility by reading project proposals, scope of work, drawings and other material, and discussing job with design engineers, construction engineers, project manager

or others.

2. Attends bid explanations, to clarify loss prevention requirements, point out any unusual requirements and offer assistance to bidders in determining requirements for safety equipment.
3. Attends job progress meetings for current construction to be aware of current and future plans, and point out loss prevention requirements, or offer advice.
4. Inspects jobsites to detect hazards, and record compliance with Aramco Loss Prevention requirements, and informs contractor of deficiencies which must be corrected.
5. Reports status of loss prevention compliance to Management .
6. Advises contractor and provides technical information if necessary to aid the contractor in meeting Loss Prevention requirements.
7. Investigates requests for deviations from safety standards and advises Management on action to take.
- 8.. Conducts short seminars on loss prevention problems for contractors.
- 9.. Prepares and issues guides and procedures for construction work.
10. Participates in program to inform contractor supervisors of Aramco's Loss Prevention requirements.
11. Investigates and writes reports on serious injuries and property damage
12. Performs such 1088 prevention duties as may be directed by the Engineering Services Loss Prevention Committee.

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, MC; SCIENCE, ST EXPERIENCE REQUIRED 11 YEARS
- B- Experience: 11 years of heavy construction experience, preferably in the petrochemical or process areas.
- C Language: Ability to communicate effectively in oral and written English is essential.
- D. Knowledge of applicable Aramco and U.S. construction standards, codes and regulations.
- E. Membership in a recognized professional safety society such as the Institute of Industrial Safety Of Officers is desirable.