

Job Description for: Engineering Aide

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20000083	07/31/2007	06/01/1960	I	1	007

9000 Basic Function

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

Collects data, draws simple designs, prepares routine engineering and maintenance reports and maintains records and files pertinent to performing maintenance work. Assists maintenance engineers in planning, scheduling and insuring satisfactory completion of maintenance work in various regions or in P.M. or T&I planning functions. The work involves the ability to perform algebraic, geometric trigonometric calculations as they apply to the job.

Receives general supervision on routine work assignments which is normally in the form of instructions as to methods and manner of approaching problems. New, unusual or complex problems are referred to the supervisor who reviews and approves reports and completed work.

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) Obtains measurements and checks dimensions and other data such as the physical condition of existing facilities as required for use in field studies.
- (b) Accumulates statistical and cost information as required to maintain planning records.
- (c) Prepares sketches for engineering jobs, field checks drawings and markups for revisions as required.
- (d) Prepares material lists from preliminary drawings, checks the availability and suitability of material with Materials' personnel and prepares, when material status has been determined, firm lists of materials.
- (e) Preparing routine reports, for the supervisor's approval, such as monthly narrative and various maintenance reports.
- (f) Maintains records and files and performs any other duties requested by the supervisor.
- (g) Field checks various work order requests, estimates type and amount of maintenance manpower required and supplies breakdown

to supervisor.

(h) Checks maintenance forces and contractors for proper completion of approved work.

(i) Checks equipment usage and time reports.

ZHR00041 212 (PRH)

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07/31/07 07:50 2

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Job Descriptions

Trans : ZH0009

(j) Receives and directs storage of maintenance materials.

(k) Assists in planning and administration of various central planning functions such as P.M, and T&I programs.

(l) Makes survey of operating units and/or other company facilities concerning better methods of routine maintenance.

Makes up forecasted painting requirements in various regions.

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, E6; Math, M4.

B. Experience Required: Three (3) years.

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