

Job Description for: Engineering Technician

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20003565	09/01/2007	06/01/1989	H	2	011

9000 Basic Function

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

Performs advanced technical functions in preparing programs and conducting field tests to gather engineering data. Preparing studies, designing and using testing equipment in his assigned area. Usually is a highly proficient specialist in his area of experience.

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 be assigned to an area where a Specialist Engineering office is established. Work assignments will encompass various industrial plants. Work will be associated with electrical systems engineering requirements of his assigned area for operation of oil, gas, water supply, water and gas injection, refineries, flowlines, gas-oil separator plants, power generation, distribution systems, communication installations, etc. Incumbent is expected to have an in-depth knowledge equivalent to that of a regular engineer in at least one technical area and should be able to perform with a high degree of competence in any other area after a brief orientation. Will handle routine and non-routine assignments with little supervision or work on a team with engineers. Supervision will normally be available for consultation. Incumbent will provide work direction to other Assistant Engineers and Engineering Aides performing office work and field work in remote areas on a specific project.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Frequent contact with Engineers and Unit Supervisor to ascertain problems, define scope of work and develop solutions. Frequent contact with suppliers of data, operating personnel, programmers and other engineers. Occasional contacts with Managers and Division Heads to present conclusions of assignment.

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. Provides technical expertise in own area of work and experience such as equipment trouble shooting and evaluation,

design of electrical, instrumentation and electronic circuits, programming, etc. Makes interpretations and correlations of basic data as required to make a complete and comprehensive analysis of specific types of equipment or engineering procedures.

b. Assists engineers in reviewing design and/or recommendations on aspects of new equipment and/or facilities, such as GOSP's, Gas Plants, Refineries, Pipelines, Shipping Facilities, power generation plants and communication installations.

c. Works as a team member, under general supervision by responsible engineer, in developing procedures for processing technical and statistical data for various operations, such as drawing and data sheet reviews, equipment performance surveys, product evaluations, safety system reviews, etc.

d. Assists with engineering studies as described in detail in engineering literature or in such sources as the Aramco Engineering Standards.

e. Assists in preparation of reports, such as weekly and monthly progress reviews, and equipment evaluations and follow-ups.

Incumbent will provide work direction to other Assistant Engineers and Engineering Aides performing office work and field work in remote areas on specific projects.

f. Collects and organizes information, such as technical reports, from other organizations concerned for special studies on standards development and material specifications. Assists in writing Engineering Standards and Materials Specifications.

g. Makes charts and graphs and assists in organizing relevant data in the preparation of management requested reports, studies, presentations and Development Budget.

h. Initiates and completes computer programs as specified in the computer manual for computation on the Aramco electronic computer. These computer programs are developed for use as an aid in statistical analysis, materials standardization and engineering calculations.

i. Design or specify equipment for field measurements and trouble shooting.

j. Assists in training of non-engineers, especially in his area of experience. With supervision, consults with and advises people requiring help with specific technical and design problems.

k. Provides work direction to Assistant Engineers and Engineering Aide, setting up appropriate work assignments.

9004 Minimum Requirements

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

A. Two years degree in Engineering Technology or closely related field.

B. 8 years relevant experience in engineering support work; 4 years of which should normally have been within the specialist area.

OR

A. COMPLETION OF ITC: ENGLISH, ERW; MATH, MC; SCIENCE, St. EXPERIENCE REQUIRED: 11 YEARS.

B. 11 years relevant experience in engineering support work, at least 7 of which will normally have been within the specialist

area.

C. Must be fluent in oral and written English and basic oil field technical language.

D. Must be thoroughly familiar with engineering procedures and policies in his assigned area. Must possess or be able to secure a valid SAG drivers license.