

Job Description for: Inspector III

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20000887 008	10/07/2008	12/26/2007	I	1	

9000 Basic Function

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

Performs inspections activities according to mastered job tasks while preparing for becoming an Inspector II in one of the inspection disciplines. The incumbent consolidates his knowledge of Saudi Aramco and industry codes and standards pertaining to the inspection function.

He continues to become familiar with the duties and responsibilities of an Inspector and obtains inspection certifications as required.

9001 Scope

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

At this level the incumbent will perform specific inspections for which he is qualified. He will receive on-the-job training in one of the following inspection disciplines: Civil/Plumbing/HVAC, Electrical/Instrumentation, Plant Equipment/Welding, Coatings, Telecommunications, Non-Destructive Testing, or Cathodic Protection. Concurrently, he will complete any ITC/JSTC requirements necessary for becoming an Inspector II. OJT will require physical exertion such as climbing, be primarily outdoors, dirty and could require travel to remote areas or offshore. Supervision will be continual. Will report to the applicable Supervisor.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Frequent contact will be primarily internal within the Department including training coordinators, inspectors/mentors and supervisors. Other contact will be limited primarily to teachers and other Saudi Aramco Training Center and contractor personnel.

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.

GENERAL: (For all disciplines)

A. Performs inspections within the incumbent's inspection discipline as

corresponding Job Training Standard job tasks are mastered. (20%)

B. Successfully completes ITC/JSTC courses in English, Math, Science, and job skills required for Inspector III position entry, as specified in the Job Training Standard. (30%)

C. He receives an introduction to construction, maintenance, NDT, in-service, and on-stream inspection standards; inspectors' duties and responsibilities; quality control methods as applicable to the oil and

gas industry and an orientation to other Saudi Aramco departments and inspection interfaces. (20%)

D. Assists higher level inspectors while receiving on-the-job training in one or more of the inspection disciplines. (30%)

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, ER; Math, M5; Science, S5
(NOTE: To offer the individual the best chance of success in Academic training it is advantageous to provide the opportunity for him to complete all ITC requirements as soon as possible including those required in higher grade codes).

B. Must have successfully completed a Phase II JSTC Course, or Basic Operator Course, Apprentice Training Program or equivalent.

C. Must have successfully completed job tasks, ITC/JSTC courses, and other requirements specified in the Department's Job Training Standard for grade code 8 position entry(>,<)> or demonstrated proficiency in these areas through practical examination.

OR 2 year Associates Degree in Technical School Training in Nondestructive Testing.

OR 2 years Associate Degree in Engineering Technology or similar discipline.

D. Experience Required: Four (4) years minimum. Must have 4.0 years minimum in training and /or work experience

E. Must read, write and speak English fluently.

F. Must have a valid Saudi driver's license.

G. Must have good vision (20/20 normal or corrected) and be in good physical condition.

H. Must be willing to work at high elevations and in confined spaces.

I. Must be willing to work in assigned areas.

J. Must be computer literate with competence in Microsoft Office products (i.e. MS Word, Excel and PowerPoint) and knowledge of other SA systems utilized within the specific discipline and required by the individual Depts.

K. Must meet one of the inspection discipline specific requirements given below.

CIVIL/PLUMBING/HVAC:

Must meet the prerequisites for current grade code.

ELECTRICAL/INSTRUMENTATION:

Must successfully complete the JSTC Electrical Core Program or equivalent.(If necessary)

PLANT AND EQUIPMENT/WELDING:

Must successfully complete the JSTC Field Machinist, or Phase II Mechanical Maintenance and Welder Core Apprentice Programs.

COATINGS:

Must successfully complete the Plant and Equipment/Welding requirements for GC-08 position entry.

TELECOMMUNICATIONS:

Must meet the prerequisites for current grade code. SA Splicer Certification from PDD

NON-DESTRUCTIVE TESTING:

Certifications Required: (Conventional NDT Personnel)

a) Must meet the prerequisites for current grade code.

b) Must successfully complete the Plant and Equipment/Welding requirements for GC-08 position entry.

Certifications Required: (Advanced NDT Personnel)

- a) Must meet the prerequisites for current grade code.
- b) Must successfully complete the Plant and Equipment/Welding requirements for GC-08 position entry.

CATHODIC PROTECTION:

Must successfully complete the JSTC Electrical Core Program or equivalent. (If necessary)