

Job Description for: Technical Clk Engrg

Jobcode Selection Dt Review Date Job Suffix O/T Class Job Grade

20000895 06/25/2007 06/01/1989 I 1 008

9000 Basic Function

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

Provides technical clerical assistance to Division Heads, Unit Heads or group of engineers on projects, engineering program studies, special assignments and other activities relieving engineers of routine technical work.

9001 Scope

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

Receives work direction, on technical matters, from the Division Heads, Unit Heads and individual engineers. Prepares charts, graphs and accumulates data of repetitive nature and assembles these data in such form that engineer can utilize them for analysis and presentation. Effective performance requires a basic understanding of the operations, procedures and policies of the Engineering Services and a good knowledge of Company procedures and routines.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Regular contact with Division Heads, Unit Heads and Staff Engineers for Technical Guidance and assignment briefing; with Operations personnel when assignment requires and with EDP personnel when preparing and summarizing data from computer runs.

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. Relieves Division Heads, Unit Heads and engineers of routine work and data collection. Copy types any material as requested.
- b. Prepares periodic and special reports, studies and surveys as requested with related charts, graphs, and other supporting data.
- c. Reviews and accumulates accountability reports on costs and manpower; assists in developing justification for deviation from forecasts; and prepares reports and forecasts as required.
- d. Utilizes computer programs by preparing input data and summarizing result of computer runs.
- e. Collects historical data on operating facilities such as for

Ras Tanura terminal simulation study, electrical studies, waterfront development study. Prepares graphs and draws charts to portray data.

f. Maintains and updates reference files, manuals of policy & procedures, and technical publications pertinent to Division/Unit endeavor.

g. Reviews, consolidates and prepares reports showing status of work/jobs and other information.

h. Performs other similar or related duties at the same level of responsibility.

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. EXPERIENCE REQUIRED:4 YEARS.

b. Four years of experience with the engineering system in order to gain a good knowledge of pertinent statistical, technical and administrative functions.

c. A good knowledge of oral and written English in order to prepare grammatically correct reports, summaries, and correspondence.

d. A good knowledge of policies, procedures, operational activity, and reporting methods applicable in the Division or Department. A good knowledge of the methods to present statistics by the use of charts and graphs.

e. Ability to type finished reports and correspondence and pass Company typing tests at 25 w.p.m.