

Job Description for: Engrg Aide-Plt Inspn (LP)

| Jobcode | Selection Dt | Review Date | Job Suffix | O/T Class | Job Grade |
|----------|--------------|-------------|------------|-----------|-----------|
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9000 Basic Function
GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Performs a variety of routine field and semi-technical loss prevention tasks at the direction of fire prevention engineers and loss prevention engineers and/or advisors.

9001 Scope
INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

Engineering Aides directly contribute to routine tasks performed by loss prevention field divisions and the planning and technical services division as well as assist engineers in addressing complex issues. Aides perform routine safety inspections on low risk support activities independently and help engineers during inspections of higher risk gas/oil facilities. At the directions of a loss prevention engineer or advisor, collects and/or field verifies data of accident reports, facility modifications or redesign of plants and construction work, etc.

9002 Principal Contacts
INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

INTERNAL: Daily contact with loss prevention engineers, advisors and supervisors to receive and report on work assignments. Occasional contact with Division Head.
EXTERNAL: Daily contact with supervising operators, senior craftsmen and project engineers. Weekly contact with foremen and supervisors. Occasional contact with division heads.

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) Performs routine safety inspections on low risk facilities as directed by a fire and loss prevention engineer or loss prevention advisor. Completes require checklists and prepares

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draft reports for review by a fire prevention engineer, loss prevention engineer and/or loss prevention advisor (FPE/LPE/LPA). Assists FPE/LPE/LPA's in monitoring hazardous work and recreational environments including sampling and analyzing for such hazards as radiation, hydrocarbon and hazardous chemicals using special survey equipment.

(b) Reviews Aramco accident reports and classifies them according to on/off job, type of injury or damage and extent of injury or damage for later review by FPE/LPE/LPA and subsequent statistical analysis.

(c) Assists FPE's/LPE's/LPA's in investigating the cause of accidents, taking routine measurements and field verifying data as directed by a FPE/LPE/LPA.

(d) Develops under the direction of a FPE/LPE/LPA, reports by collecting and collating reference material data and arranging into tables or graphs.

(e) Receives, stores and distributes safety materials and equipment to support operating organizations, and loss prevention division activities.

(f) Inspects safety equipment such as gas testers, current measuring instruments, self-contained breathing apparatus (SCBA), fire extinguishers, etc., to assure compliance with standards and good operating condition.

(g) performs other miscellaneous related duties as requested by the loss prevention supervisor.

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.
- B. Experience required: Four (4) years.
- C. Possess, or be able to obtain, a valid Kingdom driver's license.
- D. Interpret blueprints as determined by I.T.C.

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