

Job Description for: Sched Engr IV

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20003547	10/02/2007	10/01/1989	G	2	011

9000 Basic Function

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

Carries out Planning and Scheduling functions in a professional manner in accordance with Saudi Aramco standards. Job responsibilities are related to the execution of major capital projects in support of the Capital Program. Included are analysis and evaluation of proposed project execution, resource requirements and potential impacts at the project and program levels.

9001 Scope

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

The scope of the Capital Program requires Company wide planning in the form of the Master Scheduling System, Project Execution Planning and Planning and Scheduling standards and procedures involving interfaces with all areas of the company to verify and fulfill facility requirements. This effort includes Project Management Team planning and scheduling, interdepartmental coordination and contact with external agencies; front end planning and program integration/identification and evaluation of program/project interdependencies; trend and impact analysis; development and maintenance of a Master Project Schedule; resource demand and utilization assessment at project, department and corporate levels. Prepares reports, studies and assignments for review by Supervisor and/or Project Manager; however the incumbent is expected to function at a fully professional level. This job differs from Scheduling Analyst I, II and III positions in that the Scheduling Analyst IV functions with more supervisions and contacts lower level of management, and therefore requires less work experience. This job requires the minimum education and work experience to qualify for professional level employment performing supervised work or independently on less ;complex projects. Additional responsibilities may include participation in orientation and training of Saudi employees to ensure conformity to Company planning and scheduling procedures and policies.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Continued contact with project engineers or immediate supervisor, as well as other division or PMT personnel on

scheduling related matters. Frequent contact with contractor personnel, and personnel from finance, contracting, cost engineering, EDP and material organizations to identify problem areas, define items of concern and develop solutions.

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 staff assistance to Engineering and Construction supervisors in one or more areas of planning and scheduling activity.
- B. Analyzes portions of major capital projects to plan the most effective execution sequence in light of experience and current industry practices.
- C. Discusses, coordinates and resolves short term planning and scheduling problems with personnel throughout the Company and with contractor organizations.
- D. Analyzes in detail performance relative to planning, reporting and forecasting methods of contractors.
- E. Provides staff assistance in the preparation and maintenance of the Master Scheduling System in support of the capital program planning effort and/or other planning and scheduling reports, procedures and services.
- F. Provides computer application support where appropriate, both mainframe and PC.

9004 Minimum Requirements
A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

Alternate I

- A. Education : Bachelor's degree in Engineering, Construction Management, Economics, Business Administration, Accounting, or related specialty.
- B. Experience : Two (2) years responsible planning and scheduling experience including one (1) year in either petro-chemical, construction, heavy or high technology industries.

Alternate II

- A. Education : Certified by Institute of Building, HNC, HND, in the areas of planning, scheduling, project administration or the like.
- B. Experience : Five (5) years responsible planning and scheduling experience including three (3) years in either petro-chemical, construction, heavy or high technology industries.

Alternate III

- A. Education : Associate degree.
- B. Experience : Seven (7) years responsible planning and scheduling experience including four (4) years in either petro-chemical, construction, heavy or high technology industries.
- C. Must be able to communicate fluently in both oral and written English.
- D. Must be a confident, responsible individual .able to perform with a minimum of supervision..