

Industrial Technology:

- Drafts complex engineering drawings from sketches and notes, working on a CADD workstation (Microstation).
- Perform drafting services related to Engineering design functions and engineering operations
- Converts manual drawings and vendor drawings to CADD by digitizing.
- Ensure all the performed drawings are in accordance with Saudi Aramco Drafting Manual and Engineering Procedures.
- Convert Tiff files of Instrumentation drawings to Excel format.

Industrial Technology:

- Participate in design package reviews.
- Review the MTO and confirm all the materials are listed as per scope.
- Assist the Construction engineer with contract development, estimation, technical evaluation and Administration.
- Procure material through SAP (Follow up and expedite with Material Control Unit/Buyer/Vendor).
- Coordinate and arrange logistics.
- Develop execution plan in MS project or primavera.

IndustrialTechnology:

- Participate in design package reviews.
- Review the project execution plan and resources.
- Ensure all resources are available to execute the job by checking with the Construction Engineer

and Planner.

- Track the project progress to comply with completion dead lines.
- Coordinate with all resources to be available at the job site.
- Site supervision and spot checks of the construction contractor.
- Ensure all the activities of the project are executed in safe manner, in compliance with the standards and as per contract.
- Resolve field discovered issues through technical assistance
- Participate in tool box meeting and conduct safety meetings for the contractors
- Participate in JSA and review HIP