



POSITION DESCRIPTION

Position Title:	Naval Architect I	Pos. No.	
Reports To:	Engineering Manager	Last Update:	December 17, 2007
Department:	Naval Architecture	Work Location:	Houston
Prepared By:	S Lyons / A Kyriakides		
Approvals:		Date:	

PURPOSE:

Summarize briefly the major function and purpose of the position.

Creates and reviews designs, drawings, specifications, etc. for various floating structures including FSO's, FPSO's and TLP's. Accomplishes work within existing systems & under supervision. Performs basic technical observations, analysis and modification of simple components. Assignments typically involve individual project phases or projects of limited scope.

ENTRY QUALIFICATIONS:

What are the minimum qualifications an employee must have in order to perform the duties of the position? (I.e. educational requirements, licenses, certification, work experience, training etc.)

BS Degree in Marine Engineering or Naval Architecture. Zero to three years experience. Basic understanding of Engineering practices, design methods and calculations. Ability to comprehend, interpret & prepare applicable technical information and to suggest design/process changes to ensure simple, functional & cost effective results. Ability to perform design calculations and analysis. Knowledge of trends and economic conditions affecting the technical field.

TRAINING REQUIREMENTS:

What training will an employee need to perform the duties of the position?

Local and Departmental Operating Procedures, Safety and Quality Training, Systems, Product and product application training. Training in StruCAD*3D and Database systems related to hydrostatic / hydrodynamic activities.

Attends appropriate industry related professional society meetings and functions in order to stay informed of and make good use of new technology, products and personal development opportunities.

Performs some advanced duties as part of training and development.

RELATIONSHIP RESPONSIBILITIES:

Indicate positions that report directly to this position. Number of direct / indirect reports.

None

Indicate internal/external contacts and purpose of contacts.

Solicits assistance from more experienced technical professionals & supervisor.

Works with sales and project team to help define customer requirements, but minimal customer contact.

Is respectful of others, open to other's viewpoints, listens effectively.

Participates as a team member & exchanges facts & information.

SCOPE OF RESPONSIBILITIES / ACCOUNTABILITY:

Indicate budget/revenue responsibility.

None at this level.

Explain the degree of supervision/guidance received, procedures/ processes used, judgement, creativity, planning & resourcefulness needed to do the job.

Receives detailed instructions & guidance through design steps for routine projects.

Is expected to quickly learn to select & apply technical plans, specifications, practices,

procedures, regulations & other guidelines which cover most aspects of the project. Must demonstrate an awareness of policies & procedures that affect specific job assignments.

How are errors detected and what is possible impact of those errors?

Findings are most often summarized & reported to others for checking or further analysis. Work, progress & results are reviewed for accuracy, completeness & soundness of judgement. Errors should be corrected before leaving work group.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Describe general working conditions (i.e. noise level, temperature, around heavy machinery)

Office environment. Possible exposure to hazards such as noise, heavy equipment, temperature extremes, chemicals, etc. if working in fabrication or installation sites.

PHYSICAL DEMANDS: Describe amount & frequency of physical requirements of the position (i.e. lifting, pushing, climbing)

Spends 50% of time sitting and operating a computer or workstation. Spends 50% of time lifting, pushing, and walking. Some stair climbing. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

MAJOR RESPONSIBILITY AREAS:

Identify the major duties and tasks accomplished by this position. For each duty, identify if it is an E - essential function or N - nonessential function of the job.

E/N	Duties and Responsibilities
E	Creates drawings, specifications, etc. following application of basic scientific/engineering principles & specific procedures. Performs hydrostatic / hydrodynamic design calculations and analysis.
E	Uses the CAD/CAM and database systems and facilities to make layouts, analyze hydrostatic / hydrodynamic designs, evaluate equipment systems and generate new equipment designs.
E	Prepares documentation, information, communications and engineering specifications and ensures conformance to all policies and procedures related to engineering functions, labor reporting and systems reporting.
E	Consults with other departments on equipment designs, problems and questions.
E	Assists with testing and evaluation of prototypes and models to determine design limits and needed improvements. Prepares test reports and closure reports on assignments.
E	Prepares reports, correspondence, procedures, specifications and technical calculations. Prepares technical data and papers for sales personnel, customers and publications using good internal presentation and report writing skills.
E	Travels occasionally to field sites to assist with product related problems or to obtain application data.
E	May assist in product cost estimates.
E	May assist and/or check the work of drafters and designers.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.