

Job Description –PDS Spec Writer

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the PDS Spec Writer. The standard is valid for all PDS Spec Writers.

2.0 General:

The PDS Spec. Writer is assigned by the Plant Design Engineering Manager and will report directly to a respective project Team leader for any given project activity or administrative functions.

3.0 Tasks and Responsibilities:

The PDS Spec Writer shall be responsible for, but not limited to, the following:

Under the supervision of the Plant Design Engineering Manager and the technical leadership of the Piping Spec Engineer and the respective project Team Leaders, the PDS Spec Writer's regular activities will include:

- PDS RDB development, installation, configuration, and administration;
- Marian input and maintenance
- Maintaining RDB data text files with appropriate documentation of issues and revisions;
- Evaluating and testing new software releases prior to distribution;
- Supporting the various project needs and responding to contractor requests;
- Coordinating with, and responding to requests from LBPP engineering and projects personnel;
- Supporting and enhancing appropriate procedures and reporting functionality required for data management
- Train others as required, perform maintenance, import/export foreign data,
- Liaise w/ Linde Munich PDS, external applications, interface development

4.0 Education and Experience Required:

- Associates Degree.
- Five years experience working with PDS RDB.
- One year using Intergraph's Marian MLCL Module.

5.0 Skills Required:

- PDS Spec Writer is experienced in supporting Intergraph PDS products and associated database.
- Have a background in engineering workflow and activities in P&ID development, piping and materials management is essential.
- Knowledge in Smart Plant Products from Intergraph is an added advantage.

- Technical support and training is provided to users, new software releases are installed and the capability to manage interfaces with third party application packages, train personnel and customize software is very much essential.
- Skilled in PDS hardware architecture and configuration, Windows XP, Microstation, programming with MDL, Eden, and in communication.
- Experience in a Materials Management software would be preferred.
- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Effective analytical and problem-solving skills.

6.0 Travel Percentage:

- Minimal, 10%

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

8.0 Reports To:

- Department Manager

9.0 FLSA Status:

- Non-exempt

10.0 Direct Reports:

- None

11.0 HAY Grade:

- (Grade Number)

12.0 Approval:

- Manager: \_\_\_\_\_ Date: \_\_\_\_\_
- Employee: \_\_\_\_\_ Date: \_\_\_\_\_