

## Geologist

**Job Title:**

Geologist

**Division:**

Geotechnical Division

**I- Function:**

- To assist the Geotechnical Engineer and/or the Head of Geotechnical Division, supervises the drilling crew, technicians and labors in the operation of geotechnical investigation, testing and consultations works.
- To establish work priorities for the testing of geotechnical samples.
- To control, operate and perform testing on soils and rock samples.
- To organize sampling and testing work in coordination with the laboratory and on site under the directives of the Geotechnical Engineer.
- To oversee and perform adequate inspection on the drilling and sampling operation in the field.
- To perform inspection duties as directed by the Geotechnical Engineer and the Head of Geotechnical Division.
- To ensure a smooth and efficient day-to-day operation, and meet established deadlines of the field inspection or investigation and the laboratory testing works.

**II- Reporting:**

- To Senior Geotechnical Engineer.
- To the Head of Geotechnical Division.

**III- Supervising:**

- Drillers.
- Assistant Drillers.
- Technicians and Labors working for the Geotechnical Division.

**IV- Duties and Responsibilities:**

- Inspects proposed construction site, and ensure proper set up of test equipment and drilling machinery to obtain data on soil and rock samples.
- Arranges and assures all related logistic activities in the field such as site accessibility, water, sequence of drilling and other site activities
- Oversees drilling and sampling activities to ensure workers safety and accurate data collection.
- Oversees handling of samples from the site to the laboratory
- Ensures a tidy workplace in the geotechnical testing area.
- Examines and prepares samples for testing.
- Carries out all physical tests and checks the test results.
- Calculates and checks the test results and assists in the preparation of the reports.
- Review final test reports.
- Follows up calibration of testing equipment.
- Provides timely, accurate service in response to Geotechnical Engineer requests.
- Participates with the Geotechnical Engineer in organizing the testing activities.
- Controls testing activities during investigation works. Spot check data for errors.
- Prepares boreholes log, cross-sections and general layout of factual reports.
- Preparing geotechnical analysis reports.
- Assists in the development of the Quality Management System of the company in relation to the activities of the Geotechnical Division.
- Ensures that field and lab tests are carried with integrity and accuracy and that test equipment are calibrated and functioning in good condition.

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**V- Co-operation and Contact:**

- With other staff in the Geotechnical Division and other Divisions.
- With Geotechnical Division suppliers (external laboratories).
- With the Quality Manager and auditors as directed by the Head of Geotechnical Division and the Geotechnical Engineer.
- With clients as directed by the GE and the HGD.

**VI- Qualification**

**Education and Experience:**

Bachelor's degree of Science (B.S.) in Geology or relevant science with 4 years program from a college or university.

**Language Ability: (Arabic, English)**

Arabic: Read, Spoken, Written.

English: Read, Spoken, Written.

**Skills:**

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Average skills to write reports and business correspondences.
- Ability to work under pressure.

**Computer Skills :**

Internet software, E-mail, MS office, Inventory and database software.

**VII- Work Environment:**

While performing his/her duties the Geologist might be exposed to environmental and physical hazards such as: wet and/or humid conditions, precarious equipment and working areas, fumes, miscellaneous weather conditions, lifting heavy items, loud noise and airborne particles.

**Authorized by General Manager**

Name:

Date:

Signature:

**Agreed by Geologist**

Name:

Date:

Signature: