



# Glacier Services, Inc.

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## Position

- Process Data Historian Administrator

This is a full-time, hourly position with paid call-in support required. This position is part of the Automation O&M team and reports to the O&M Automation supervisor. Normal working hours are to coincide with the customer work week, but is anticipated to be Monday-Friday, 8 hours per day. The position is based in Anchorage with trips to the North Slope, as required. Additional work time may be required for breakdowns after normal working hours or for scheduled system upgrades, maintenance, etc.

## Initial Training

- Official Honeywell Uniformance / PHD training offered by Honeywell.

## Documenting

- Create / update and maintain PHD Support and administration documents
- Monthly PHD status report to BP managers
- Remedy Help Desk account (already in place) to account for support and keep track of all issues from account request, software installs and tag remediation
- Attend meetings and provide PHD input when required.

## User Assistance and Training

- Training Users in the use of Honeywell Uniformance Process Solution tool.
- Assist users in using Honeywell's Uniformance Excel Companion tool
- Installing Uniformance Process Solution on BP machines/Instructing user on use
- Point of contact for all PHD support

## Server Maintenance

- Maintain PHD on the same platform on all servers
- Patch and maintain PHD application via HoneywellProcess.com for support.
- Using Honeywell's Matrix to verify Microsoft Security Updates approved and tested by Honeywell for given platform and software version.
- Inform organization of any planned or extended unplanned outages
- All outages should be scheduled ahead of time, when at all possible.

## Daily Maintenance

- Maintain the system integrity and flow of data transfer
- Add/delete/modify data records
- Assist end users in application reporting tools usage and data mining
- Act as technical support for the PHD Historian applications
- Administer and maintain the BP Process Historian Systems (Honeywell PHD)
- Install upgrades and patches to the various PHD servers
- Represent the GSI Automation team
- Work closely with the IT&S network administration staff in maintaining system integrity
- Work closely with BP AES Automation staff in coordinating data transfer between the DCS systems and the PHD Historian
- Support the various reporting interfaces that utilize the PHD data repository
- Represent BP AES (Area Engineering Services) team in the Process Historian Steering Committee

provide Continuous Improvement Opportunities in the PHD realm

## Requirements:

- 4 year BS degree in engineering or computer science with 3 year's experience or 2 year AS degree with 7 years' experience
- Fundamental Relational Database Knowledge and basics Windows Server administration
- SQL familiarity
- C++ familiarity
- Microsoft Excel familiarity, including the use of macros, and VB tools
- MES (Manufacturing Execution Systems) experience, preferred
- Process data historian administration, preferred