

Job Description for: Constr Engineer I

Jobcode Selection Dt Review Date Job Suffix O/T Class Job Grade

20003902 07/14/2007 08/01/1975 G 2 014

9000 Basic Function

GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Serves as the Engineer in charge of construction of major projects assigned to a Division which may require giving engineering direction to other engineers, and is responsible for all phases of operations while receiving only minimum supervisory guidance.

9001 Scope

INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

As the Engineer who may direct one or more engineers, the incumbent will be informed on all Company policies and procedures concerning planning, constructions methods, costs, and accountability for Construction Project, in order to be able to assign definite scopes of work to any engineer assigned to work under his direction and provide the leadership and guidance required to coordinate their efforts. In making assignments he must consider the experience of the engineer assigned to work under his direction and assign him to phases of work which will best round out his experience. He will also take an active part in personnel appraisals. He is accountable for all the work assigned to him and responsible for doing any work not done by the engineers assigned to work under his direction, for quantity and quality of the work, for liaison necessary to establish a good relationship with any service group both within and outside the department and with the Project Engineer, Proponent and other departments committed to do work for him. He must at all times review performance, schedules, commitments and expenditures, to advise management on the status of his project or projects. Each of the several projects assigned at any given time may be in various stages of development or in the case of a single complex job, various major portions may be in various stages of development, ranging from project proposal to completion. The scope of this assignment may represent a single major capital investment project an/or expense projects which are of appreciable magnitude, the construction phase of which may be accomplished by a work force consisting of Service Organization, Vendor Representatives, Local Contractors, or Middle Eastern or Outside Contractors on a turnkey basis. He is financially responsible to the extent of seeing that assigned projects are completed within the approved funds. His authority consists of exercising general control over assigned projects. Supervision

received by this position will normally consist of periodic meetings and general review of work progress by the Division Superintendent. Contacts outside the Construction Department will consist of Project Engineers, General Office Engineering,

District Engineering, M & S, MS & T, Utilities, Project Proponents, AIDD, Accounting, and Contractor Representatives, both Design and Construction.

9003 Principal Duties

DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

- A. Discharges all of the duties and responsibilities of Engineer II and III, with specific emphasis on additional areas outlined below, and is well qualified to act as a supervisor of both Engineer II and III, and who may be assigned to projects of such a size or nature that special supervisory control is necessary.
- B. Analyzes project design drawings and plans, to determine what construction problems are involved; take note of any evidence of deviation from accepted construction practice, design specification necessitating impractical construction sequence, design specification involving excessive construction expense without sufficient supporting justification, and similar circumstances requiring consideration; Outlines the construction viewpoint and recommends reconsideration and/or rejustification.
- C. Develops a plan of construction operation in conjunction with the Project Engineering with emphasis on accumulation of cost data, by use of separate Job Order Numbers when applicable, and establishing appropriate jobsite controls.
- D. Reviews in detail, the cost estimates covering construction labor, equipment, and materials, for soundness of judgement and thoroughness of practical consideration and submits adequately supported recommendation for further staff consideration.
- E. Makes a critical analysis of detailed construction schedule; assures that all supporting assumptions are reasonable, that current and forecasted manpower and equipment availability limitations have been recognized, and that all considerations have been reflected in proper balance; informs those concerned of changes that will be required.
- F. Reviews and takes any action required on material lists, requisitions, and delivery schedules, construction equipment, automotive and tool requirements, labor requirements, work schedules, and Arab Contracts as required by current instructions.
- G. Meets with Service Organization job supervisors, Contractor job supervisors, assigned construction engineers, or any others involved, to define and discuss the construction plan, performance requirement, areas requiring coordinated effort, the solution to problems arising during work progress, in order

to coordinate the efforts of all participants during the construction phase.

- H. Tours each project frequently to observe work progress; investigates evidence of substandard job performance,

deviations from design specifications or construction schedule; determines the causes of such circumstances; and initiates and follows up corrective action.

I. Is sufficiently informed on Company policies and procedures and familiar enough with the overall activities of a Division to be able to act in a relief capacity for a Division Superintendent.

J. Follows and studies accumulated cost figures in comparison to job estimate and work progress, reanalyzes previous estimates as either overruns or underruns become significant, and initiates corrective action, by requesting supplemental appropriations of funds, by recommending reduction of scope or by increase of efficiency of operation.

K. Maintains a close liaison with the Project Engineer, the Construction Superintendent, the Client, and representatives of contributing organizations in the coordination of each phase of construction, submits regular reports highlighting progress and problems; and contributes technical knowledge and judgement in the development of construction staff work.

L. Directs the activities of lower classified personnel including assisting construction engineers.

M. Performs the functions outlined in detail on attachments entitled Duties of Construction Engineer (pages 1 through 20 inc.), as indicated under Column I, and at the level denoted by the Analysis of Work Accomplishments of Construction Engineers (pages 1 through 2 inc.).

N. Performs other similar or related functions as required, within the ability of the incumbent.

O. This is a work direction level position.

9004 Minimum Requirements

A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

A. Education: Graduate Engineer.

B. Experience: Position requires ten (10) years experience in construction or associated engineering fields.

C. Language Requirements: A knowledge of the Arabic language desirable but not required.

D. Other: (1) A well rounded knowledge of project management, cost control and cost estimating; (2) Must be completely familiar with Aramco Building, Utility and Piping codes; (3) Must be familiar with Aramco Budgeting and Accounting procedures; (4) Should be well informed on Standard Safety practices.