

Job Description for: Constr Engineer II

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

20003903 06/18/2007 08/01/1975 G 2 013

9000 Basic Function

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

Normally provides engineering direction and control of one or more assigned projects within the area of operations of a construction division, and may be assigned to direct one or more engineers on projects of less complexity in remote areas; and is responsible for preplanning, scheduling, execution and close out of assigned projects.

9001 Scope

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

Assigned project may vary in scope from moderate technical complexity in outlying areas to high technical complexity in accessible areas. Incumbent is responsible for preplanning of construction operations, and appropriate cost and jobsite direction of the actual construction phase of the Project, which may include Service Organization, Vendor Representative, or Turnkey basis. This direction involves control of scheduling, development of construction methods, accountability for progress and costs, utilization of manpower and material, and physical inspection of workmanship for compliance with plans and specifications. Or the incumbent may be assigned special problems pertaining to function peculiar to the construction department or he may be assigned to supervise the Estimators, or act in various Headquarters Staff capacities with emphasis on pre-construction planning, Project cost analysis and post construction review. financial responsibility is to the extent of seeing that projects are completed within the approved funds. He has authority to authorize material issues, assign equipment to project, and exercise general control over assigned projects. Supervision received normally consists of general instructions from and specific policy discussions with the Division Superintendent.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Contacts outside the Construction Department will consist of Project Engineers, District Engineering, General Office Engineering, M & S, MS & T, Utilities, Project Proponents, AIDD, Accounting and Contractor Representatives.

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 the duties and responsibilities of Engineer III in addition to performing the duties outlined below.
- B. Provides engineering analysis from current or completed jobs to establish usage factors needed by Department Staff Members to forecast, manpower, tools, equipment or required by estimators both in A.O.C. and in the Field.
- C. Assists Construction Engineers by furnishing data of an engineering, financial or general statistical nature that is required for controlling costs of jobs.
- D. Assists in segregating or regrouping costs on current jobs as required to establish or update unit costs, or identify plant costs.
- E. Makes "on-the-job" analysis of conditions which may be causing actual cost to deviate from estimated costs.
- F. Prepares, for review by the Construction Engineer and approval by the Division Superintendent, the Final Detail Project Cost. Estimates, in those instances when time and conditions will not permit the assigned Engineering group to prepare it.
- G. Prepares and evaluates a recapitulation of all expenditures accrued to a project or program from which benefit was derived, but which did not become a part of the completed project.
- H. Reviews methods being used on jobs with attendant cost and recommends any change which would indicate an improvement in costs.
- I. Prepares letters or reports to management concerning deviations of actual expenditures from approved funds..
- J. Furnishes data required by members of the Staff Group for cost studies or trends of costs on comparable jobs, or construction methods.
- K. Is sufficiently informed in regard to planning and construction methods employed on various projects, that he can take over the duties of the assigned Construction Engineer.
- L. May be required to accumulate data for, or prepare special studies concerning, relative costs of construction methods, price trends, productivity of manpower and equipment.
- M. Incumbent will be expected to provide work direction to lower classified personnel including other engineers.
- N. Performs the functions outlined in detail on attachments entitled duties of Construction Engineer (pages 1 through 20 inc.) as indicated under Column II and at the level denoted by the Analysis of Work Accomplishments of Construction ' Engineers (pages 1 through 2 inc.)
- O. Performs other similar or related functions as required, within the ability of the incumbent.
- P. 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 a minimum of eight years of experience in construction or associated engineering fields.

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

D. Other: (1) A good knowledge of project management, cost control, and cost estimating; (2) Must have a firm understanding of Aramco Building, Utility, and Piping Codes; (3) A knowledge of standard safety practices.