

Job Description for: Cost Engr IV

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

20003494 06/09/2007 07/01/1990 G 2 011

9000 Basic Function

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

Prepares, reviews and monitors cost commitments/expenditures/forecast for heavy industrial, commercial and residential capital expenditure 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.

Cost Engineer IV will assist to provide project cost services on capital projects but functions under daily direction of senior cost engineer or Business Manager.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Internal: Has continual contact with Unit Head and upper level (I and II) cost engineers as well as cost estimators and planning/scheduling engineers.

External: Has frequent contact with Accounting, Contracting and Materials Supply personnel. Some interface with APMT Project cost engineering in and out-of-Kingdom. Limited contact with local contractors.

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) Provides staff assistance for preparation of cost portion of engineering, procurement and construction contracts.
- (b) Collects and assists in monitoring, analyzing and reporting all cost information, through upper level cost engineers, to Project Manager.
- (c) Reviews and analyzes all claims and change order on project contracts.
- (d) Assists upper level cost engineers and project management in the negotiation of project contract as required.
- (e) Utilizes available computer cost engineering programs as well as methods and procedures outlined in the cost engineering manuals.
- (f) Keeps abreast of significant developments in cost engineering by close review of technical literature, contacts with contractors, visits to area of construction and attendance of professional and technical meetings.

9004 Minimum Requirements

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

Alternate I

A. Education : Bachelor's degree in Engineering, Construction Management, Economics, Business Administration, or Accounting, or closely related major.

B. Experience : - Minimum of two years cost engineering experience including at least one year devoted to petrochemical, refinery, pipeline, or power generation projects. Must be familiar with construction practices, materials, equipment.

- For none engineers, minimum five (5) years cost engineering experience is required.

Alternate II

A. Education : Certified by Institute of Building, Institute of Quantity Surveying, Royal Institute of Chartered Surveyors, HNC, HND.

B. Experience : Five years cost engineering experience including at least three years concentrated toward heavy industrial capital projects. Must be familiar with construction practices, materials, equipment.

Alternate III

A. Education : Associate Degree or ONC with City and Guilds.

B. Experience : Minimum of seven years cost engineering experience including a minimum of four years concentrated toward heavy industrial- type projects. Must be familiar with construction practices, materials, and equipment.

C. Must have ability to communicate fluently in both spoken and written English.