

Job Description for: Cost Engr I

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20003495 014	10/14/2008	07/01/1990	G	2	

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.

Capable of providing analysis and evaluation of project cost. Works under general direction of unit Supervisor/Business Manager but can perform all cost engineering functions independent of supervision and can serve as work director of cost engineering group/unit as required. The incumbent functions as a member of a project management team and independently provides overall cost engineering services on multi- million dollar project complexes.

9002 Principal Contacts
INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Internal: Has continual contacts with Project Manager, Business Manager, Construction Manager, cost estimators and planning/scheduling engineers.
External: Has frequent contacts with Contracts, Accounting and Materials Supply members. Occasional contact with Executive Management, local and international contractors, APMT cost engineers in and out of Kingdom.

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 all cost engineering expertise and coordinates activities as group/unit leader as required.
- B. Responsible for preparation of cost portion of the engineering, procurement and construction contracts.
- C. Collects, monitors, analyzes and reports all cost information through the Project Manager.
- D. Reviews and analyzes all claims and Change Orders on project contracts.
- E. Participates in the negotiation of project contracts as

required.

F. Initiates appropriate action when total forecast indicates allocated funds will be exceeded.

G. Keeps abreast of significant developments in cost engineering by close review of technical literature, contacts with contractors, visits to areas of construction, and attendance at professional technical meetings.

H. Utilizes computer programs.

9004 Minimum Requirements

A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISITE 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 nine years cost engineering experience including at least five years devoted to petrochemical, refinery, pipeline, or power generation projects. Must be familiar with construction practices, materials, equipment.

- For none engineers, minimum twelve (12) 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: Twelve years cost engineering experience including at least six years concentrated toward heavy industrial capital projects. Must be familiar with construction practices, materials, equipment.

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