

Job Description for: Cost Engr II

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

20003492 06/28/2007 07/01/1990 G 2 013

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 II is responsible for the preparation, review, monitoring, analysis and reporting of all cost data for projects associated with Capital Expenditure program ranging up to the multi- million dollar level. The incumbent functions as a member of a project management team and requires minimal direction from Business Manager or Cost Engineer I.

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. Occasional contact with local and international 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 all cost engineering expertise.
- (b) Assists with preparation of cost portion of engineering, procurement and construction contracts.
- (c) Collects, monitors, analyzes and reports all cost information through Project Manager.
- (d) Reviews and analyzes all claims and change order on project contracts.
- (e) Assists Cost Engineer I and project management in the negotiation of project contract as required.
- (f) Advises lower level cost engineers (III and IV) of company cost engineering methods/procedures and coordinates assignments prepared by lower level cost engineers.
- (g) 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.

(h) Utilizes available computer cost engineering programs.

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 seven years cost engineering experience including at least three years devoted to petrochemical, refinery, pipeline, or power generation projects. Must be familiar with construction practices, materials, equipment.

- for none engineers, minimum ten (10) 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 : Ten years cost engineering experience including at least five 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.