

Job Description for: Estimating Engr IV

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
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9000 Basic Function
GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Develops multi-discipline conceptual and definitive estimates for heavy industrial, commercial, and residential capital projects including all cost aspects of engineering, material/equipment, and construction.

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 development and evaluation of multi-discipline conceptual and definitive project estimates utilizing manual and/or computer systems with independent expertise in at least two of four principal disciplines. Works under general direction of Unit Supervisor or Estimator I.

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

Internal: Continual contact with Unit Head and upper level (I and II) estimators as well as cost engineers and planning/scheduling engineers.
External: Limited contact with project management, materials supply and contracting personnel. Some interface with in and out-of-Kingdom project management teams.

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) Prepares multi-discipline conceptual and definitive cost estimates for Capital Projects requiring assistance in no more than three of four major disciplines of civil, mechanical, electrical and instrumentation.

(b) Provides professional expertise in the resolution of estimating problems pertaining to at least one of four principal disciplines.

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(c) Assists senior level estimators, project management and contracting personnel with bid analysis and contract negotiations.

(d) Provides estimate breakdown direction to quantity surveyors.

(e) Utilizes computer-estimating programs as well as manual methods.

(f) Keeps abreast of significant developments in cost estimating by close review of technical literature, contacts with contractors, visits to areas of construction, and attendance at 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 of Science in Engineering or Professional Engineering (PE) registration.

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

Alternate II

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

B. Education : Five years estimating 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

B. Experience : Minimum of seven years estimating 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.

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