

**Job Description for: Sr Construction Spec**

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.**

Provides construction direction and control of one or more assigned projects within an area of project management operations, and is responsible for preplanning, scheduling, execution, and close-out of these 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 projects may vary in scope from limited technical complexity in outlying area to moderate technical complexity in accessible areas. Incumbent is responsible for preplanning and development of appropriate cost and jobsite controls. Is also responsible for supervision and direction of actual construction phase of projects which may include Service Organization, Vendor Representatives and Contractor Personnel on supervised or Turnkey contracts. 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. He normally will be assigned to work under the direction of engineers in the Department or he may be assigned special problems pertaining to functions peculiar to the Project Management Department when his past experience will be beneficial in resolving them. Financial responsibility is to the extent of seeing that assigned projects are completed within approved funds. He has authority to authorize material issues and make equipment assignments to projects under his control. Supervision may be received either directly from the Project Manager or from the Engineer under whose direction he has been assigned to work.

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

Contacts outside the Project Management Department will be with Engineers, Operations and Maintenance personnel normally up to and including the Superintendent's level in the following departments:  
Engineering Services; Producing; Maintenance & Shops;  
Purchasing; Stores & Transportation; Utilities; Accounting;  
Contracts Administration; Safety.

**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**

JOB'S 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) Reviews and analyzes correspondence relating to project planning, critical path plan, project proposal, estimates, item lists, L/M's, drafting schedule, site plan, foundation plans, construction methods and materials, general arrangement of equipment and piping specifications and scope of work; develops data and information pertinent thereto, either as requested by the Project Engineer or as deemed advisable from a construction viewpoint, and initiates correspondence to rectify errors, oversights or delays.

b) Develops a detailed construction schedule, or critical path plan based on complete drawings and material delivery schedules; estimates or verifies estimates for contract labor, senior staff labor, shops labor, motor equipment, construction equipment and field materials; compares estimated construction cost with balance of appropriation; and initiates a request for a project re-estimate or supplements appropriation for any indicated over-run.

c) Analyzes project for Contract and Service Organization manpower breakdown and assists in drafting detailed Contract Scope of work; reviews prepared Contract Fair Price Estimates; participates in contract explanation; reviews bids and recommends contractor selection.

d) Selects and directs layout of material yard; initiates material requests, tool and equipment orders and work orders; and performs similar work required to start construction and initiate subsequent phases of construction.

e) Coordinates and controls project construction by continuous inspection of work progress for quality, workmanship and conformance with plans and specifications; inspection and review of material status, review of expenditures vs. progress status; review and analysis of time sheets, overtime reports, equipment usage reports, material usage reports and similar actions essential to assuring the construction schedule is met and that the work conforms to plan; and recommends and initiates corrective action.

f) Prepares and negotiates either miscellaneous work order contracts or amendments to contract to cover either additions or deletions to the Contract Scope that may develop during the course of construction.

g) Compiles or directs the compilation of various reports pertaining to project activity such as, project pictures, monthly narrative status of construction, contractor performance reports, damage to material or equipment, accident, personal injuries and financial status reports.

h) Certifies the accuracy and validity of documents such as contract payment authorizations, material transfers, equipment

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usage and overtime reports.

i) Checks out the completion of construction; verifies that tests and inspection are complete; checks to see that final clean-up and removal of excess material has been performed; arranges acceptance meeting and obtains necessary signatures on Acceptance Report; notes any exceptions and takes corrective

action on items within scope of work or as required by code; analyzes charges for accounting and aids in accounting reconciliation including final inventory.

j) Provides work direction to Service Organization, Vendor Representative and contractor representatives.

k) Performs other similar or related functions as required, with the ability of the incumbent.

l) This is a work direction level position.

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**9004 Minimum Requirements**

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

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A. ITC: ENGLISH, ERW; MATH, MC; SCIENCE, ST; YEARS EXPERIENCE: 13.

b) Experience: Position requires a minimum of 1 years' experience in the construction field with a minimum of 5 years in a supervisory position equivalent to a Foreman of Metals, Critical crafts or Site Superintendent with cognitive construction direction responsibility. It is desirable that part of this experience be oil field related.

c) Language Requirements: A knowledge of the Arabic language is desirable but not required.