

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-805-2022
Company Name	Confidential
Industry	
Vacancy	Construction Engineer
Number of vacancies for that position	
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Civil Engineering, Engineering
Degree	Bachelor degree
Years of Experience	At least 5 years with excellent GPA
Location	Saudi Arabia, Jeddah
Remuneration & Benefits	To be discussed
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Assists construction superintendents in planning construction methods and procedures. Coordinates and resolves engineering or construction problems with superintendents.</li> <li>• Interprets design engineering drawings and prepares construction working drawings for the use of superintendents as required, including:               <ul style="list-style-type: none"> <li>• a. Temporary construction facilities.</li> <li>• b. Field sketches of revisions and additions and preparing “as built” drawings</li> </ul> </li> <li>• Reviews design drawings, related vendor drawings and installation instructions and studies interference problems.</li> <li>• Prepares or directs preparation of field material purchase requisitions, including estimating the quantities and material take-offs of the field purchases of materials. Tracks commodities on quantity tracking systems or other computer database programs as required.</li> </ul>

## JOB POSTING REQUEST FORM

- Assists in coordination of vendor material deliveries, storage of materials, expediting and engineering reports related to the schedule.
- Prepares projections and schedules for workforce, material and equipment requirements.
- Prepares field change notices/requests, extra work orders and back charge notices.
- Reviews the progress of project controls documents. Ensures the project controls programs are fully automated for use in the field.
- Prepares cost estimates and reviews project design and engineering bills of materials to ensure their completeness.
- Maintains records of costs and quantity information, evaluates data and prepares applicable reports as requested by project management utilizing established, standardized automation tools.
- Monitors the activities of subcontractors to ensure compliance with drawings and specifications.
- Administers change notices and amendments. Audits contractor requests for progress payments.
- Maintains updated subcontractor schedules, as assigned.
- Monitors installation of materials and equipment to assure conformance with drawings and specifications.
- Provides input to constructability and lessons learned.
- May be required to provide input on employee reviews of assigned subordinate personnel.

**Requirements:**

Knowledge of a single technical engineering discipline, contracts administration and/or cost and scheduling relating to the construction of heavy industrial projects.

## JOB POSTING REQUEST FORM

Computer literate in word processing, spreadsheet and database applications in accordance with current Standard Application Program (BSAP) standards.