

	<b>JOB DESCRIPTION QUALIFICATION</b>	Date	10-Oct-2011
		Revision	00
<b>JOB TITLE:</b> ESTIMATOR-CIVIL & STRUCTURAL		<b>SKILL CODE:</b>	<b>CLASSIFICATION:</b> Supervisory
<b>DEPARTMENT:</b> Field Supervision	<b>REPORTS TO:</b> Project Manager		
<b>JOB SUMMARY:</b> Responsible in planning and associated factors such as labor, materials, machinery requirements and location, conceptual estimation, cost analysis, coordination and consolidation, conducts independent work requiring judgment, selection, application, adaptation of civil/structural design and engineering techniques, procedures and criteria. Prepare and reviews general and discipline estimates, devises new approach to problems, modify drawings, specifications, calculations, charts and graphs and monitor works ensuring complete understanding of design documents, construction cost, constructability, and schedule implications of design choices in compliance with the applicable codes, accepted engineering practices and QA/QC quality standards.			
<b>PRIMARY DUTIES AND RESPONSIBILITIES:</b>			
<ol style="list-style-type: none"> <li>1. Build up civil and structural engineering estimates through analysis of required materials and manpower requirements necessary to complete the project.</li> <li>2. Interpret civil and structural drawings using governing codes and standards, engineering formulas, skills and experience, materials and symbols on blueprints and apply construction specifications in conformance with the project and client's specifications.</li> <li>3. Analyzes civil and structural engineering plans, designs and layout and other factors that can affect costs, such as location, material labor, workers, and duration of the project, machinery and equipments that will make the work fast and reliable.</li> <li>4. Capable to justify and present resolution to Project Manager for the civil and structural cost of wasted materials and possible delays in the scope of work.</li> <li>5. Utilize cost estimation methods to perform civil and structural take offs of labor, time, material, equipment and develop accurate estimates or risks involved in the projects and prepare design recovery schedules.</li> <li>6. Assist in analyzing vendor's quotations and associated civil/structural status issues.</li> <li>7. Process submittals, RFI's and Changes Updating civil/structural drawings and prepare methods statements, procedures and guidelines and handle drawings allocation systems.</li> <li>8. Discuss with Project Managers, line Supervisors and or Client for all civil/structural issues and recommends appropriate technical advises to complete the specific areas of works.</li> <li>9. Assist Superintendent and Project Manager in the implementation of subcontracted civil and structural scope of work.</li> </ol>			
<b>SECONDARY DUTIES AND RESPONSIBILITIES:</b>			
<ol style="list-style-type: none"> <li>1. Complies with the highest level of safety during all stages of project execution to avoid any type of incidents and or accidents. Take reasonable care of own health and safety and that of others in the workplace.</li> <li>2. Complies with all statutory requirements connected with the implementation of project.</li> <li>3. Assist in the proper closeout of project including transmittal of final documentation to client.</li> </ol>			
<b>WORK EXPERIENCE:</b> 5 to10 year equivalent combination of education, training and experience in the Oil and Gas, Petroleum or Power industry.  5 years or more of those in cost estimation in the		<b>OTHER SKILLS AND COMPETENCIES:</b> Capable to perform field activities such as observe and record existing field condition, take and verify measurements within project area.  Can plan ahead and manage time wisely.	

<p>field of civil &amp; structural.</p> <p>Knowledge includes but not limited to, estimating, preliminary costing, preparation of bills of quantity and bills of material, quality scopes of work, variation or change order costs, materials and methods used to complete a project.</p> <p>Middle East experience is considered essential.</p>		<p>Good communication skills and has the ability to organize, draft and coordinate technical documents.</p> <p>With strong interpersonal and good communication skills.</p> <p>Assertive and exhibit self-confidence in presenting estimation reports to project management.</p>	
<p><b>ACADEMIC EDUCATION:</b>                  Bachelor degree in Civil Engineering from reputable college or university.</p>		<p><b>CERTIFICATIONS:</b>                  Diploma in Civil Engineering</p>	<p><b>LICENSES:</b>                  Preferably licensed Engineer.</p>
<p><b>TRAININGS:</b>                  Specialized courses and programs in cost estimating techniques and procedures.</p>	<p><b>WORK CONDITIONS:</b>                  Hard worker and can work well even under pressure.</p>		
	<p><b>OTHER REQUIREMENTS:</b>                  AGE:                  MINIMUM – 28 years old                  MAXIMUM – 48 years old</p> <p>DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Physically strong and healthy.</p>		<p><b>COMPUTER KNOWLEDGE:</b>                  Fully conversant in computer operations of current version of Microsoft Office (Word, Excel), including estimating software or tools and techniques.</p> <p>Familiar with Microsoft Visio 2007, Primavera and knowledge in Micro station/AutoCAD drafting and programming would be an advantage.</p>