

	JOB DESCRIPTION QUALIFICATION		Date:	10-Oct-2011
			Revision:	00
JOB TITLE: MANAGER-CONSTRUCTION (CIVIL)		SKILL CODE:	CLASSIFICATION: Specialist & Managerial	
DEPARTMENT: Operations	REPORTS TO: Project Manager			
JOB SUMMARY: Coordinates with Project Manager, studying specifications and construction procedures construction and exercises functional authority for all civil works and related construction activities.				
PRIMARY DUTIES AND RESPONSIBILITIES:				
<ol style="list-style-type: none"> 1. Ensure that all civil activities within the designated areas are well planned, coordinated and be able to utilize all available resources in coordination with other construction discipline Managers in directing and supervising all involved site personnel and subcontractors. 2. Leads and ensure all work groups are properly guided, in close cooperation with the Project Manager, in assembling and controlling the required resources (manpower, equipment, materials and tools required) to start and sustain the work efficiency and productivity until the completion of the project. 3. Inspects work in progress to ensure conformity with Quality Assurance/Quality Control specifications and quality requirements, Industry Codes, Saudi Aramco Standards and Procedures, and provides technical advices to resolve problems. 4. Advises the Project Manager in determining and procurement of tools and materials to be delivered at specific times in order to conform to the workloads, plans and schedules. 5. Interact with other construction areas and Superintendent, discusses and reviews with Project Manager the project Key Performance Indicators to determine accurate status of the project, making tactical decisions for allocating resources, and assigning staff requirements, to maintain project on target. 6. Review reports from Superintendents, and forwards to Project Manager for corrective actions if project becomes behind schedule, slippages or overspends budget. 7. Performs department on-boarding and induction relevant to procedures, guidelines, policies, etc. 				
SECONDARY DUTIES AND RESPONSIBILITIES:				
<ol style="list-style-type: none"> 1. Complies with the highest level of health, safety and zero accident during all stages of project execution and pro-active with safety groups and subcontractors to promote safe and hazardous free work within the designated area of work. 2. Support and assist staff to the job with skills training programs (if requires), with the aim of increasing worker skills and personnel development. 				
WORK EXPERIENCE:		OTHER SKILLS AND COMPETENCIES:		
<p>With 10 to 15 years significant construction experience, with at least 3 to 5 years work experience in Saudi Arabian companies engaged in the field of Petro-chemical plants construction and had supervised industrial buildings construction and finishing works.</p> <p>Has been responsible for major construction projects in excess of \$250 million.</p> <p>Work experience in Industrial Buildings and familiarity on conveyor related works is of great advantage.</p>		<p>With competence in Construction Management skills, motivated, has strong leadership, able to encourage subordinates and other work groups to work as a team.</p> <p>With knowledge of civil and structural codes and other associated codes use in the project, excellent technical background and skills in industrial environment.</p> <p>Able to control a multi-national workforce in a dynamic situation.</p> <p>With understanding of other disciplines like Electrical,</p>		

	<p>Mechanical, Piping, Instrumentation, Electronics & Communication from site activities point of view.</p> <p>Possess negotiation and influence skills, innovative, creative thinker, flexible and excellent organizer.</p> <p>Has excellent communication and interpersonal skills.</p>	
<p>ACADEMIC EDUCATION: Graduate of Civil Engineering from a reputable college or university</p>	<p>CERTIFICATIONS: Diploma in Engineering</p>	<p>LICENSES: Preferably Licensed Engineer</p>
<p>TRAININGS:</p>	<p>WORK CONDITIONS: Can work with less supervision and even under extreme pressure.</p>	
	<p>OTHER REQUIREMENTS: AGE: MINIMUM – 35 years old MAXIMUM – 55 years old</p> <p>DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Physically strong and healthy.</p>	<p>COMPUTER KNOWLEDGE: E-mails and other Window-Based applications.</p>