

## Job Descriptions

<b>Job Title:</b>	Civil Engineer	<b>Salary Grade</b>	SAR 9,000
<b>Division / Department:</b>	TS- MSS	<b>Employment Type:</b>	Work Visa
<b>Direct Manager:</b>		<b>Duty Hours:</b>	08 Hours / Day, 6 Days / Week

### Job Summary:

*We are seeking a qualified and experienced Civil Project Engineer with a minimum of 5 years of professional experience in the execution of civil works, preferably in industrial or oil & gas environments. The role involves preparing detailed scopes of work, analyzing technical proposals, and ensuring timely and quality execution of civil projects in compliance with approved documentation and safety standards.*

### Key Responsibilities:

- *Prepare comprehensive Scope of Work (SoW) documents based on Internal Requests (IR), Engineering Service Requests (ESR), and Management of Change (MOC) requirements.*
- *Conduct preliminary technical analysis of vendor submissions including technical proposals, method statements, and job execution plans.*
- *Supervise and execute civil jobs in accordance with approved Method Statements (MS), Inspection and Test Plans (ITP), and the overall project work schedule.*
- *Coordinate with vendors, contractors, and internal departments to ensure smooth and effective project execution.*
- *Monitor on-site activities to ensure adherence to technical specifications, quality standards, and safety requirements.*
- *Review and validate construction drawings, material submittals, and project documentation.*
- *Assist in resolving technical issues and ensuring timely completion of project milestones.*

### Qualifications:

- *Bachelor's degree in civil engineering or a related field.*
- *Minimum of 5 years of experience in civil project engineering, construction, or maintenance, preferably within the oil & gas, petrochemical, or industrial sectors.*

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- ***Strong understanding of civil engineering practices, project planning, and execution management.***
- ***Familiar with IR, ESR, MOC processes and project documentation requirements.***
- ***Proficient in engineering tools and software such as AutoCAD, MS Office, and project scheduling tools (e.g., MS Project or Primavera).***

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### ***Preferred Skills:***

- ***Knowledge of QA/QC procedures, construction codes, and safety regulations.***
- ***Experience in working with multidisciplinary project teams.***
- ***Strong communication, problem-solving, and time management skills.***
- ***Ability to read and interpret technical drawings, construction standards, and contract specifications.***

Approved by	Reviewed and accepted by
Signature over printed name	Signature over printed name
Date:	Date: