Indokomas	**PT. INDOKOMAS BUANA PERKASA**	**Document No.** xxx-xxx-xx-xx
	JOB DESSCRIPTION	**Revision** 01
	Electrical Engineer	**Date** 13-Sept-14
		Page 1 of 1

Job Title	: Electrical Engineer	Subordinate	: ....
Business Unit/Dept.	: Operation, Engineering, Resources		
Direct Supervisor	: OER Manager	Category	: 3A – 3B

Job Purpose:

Reviews all clients/bid documents: specification, report, data sheets, drawings, standard references

Job Duties:

1. Performs and generates engineering endorsement, if required
2. Generates addendum to client specification
3. Generates deliverable list: project specification, calculation, data sheets and report, technical bid evaluation and requisition
4. Gives man-hour estimation input and deliverable schedule input to Lead Engineer
5. Develops project specifications, data sheets, conceptual drawing sketch, calculation, study, report
6. Reviews, comments, and signs all drawings produced by designer
7. Reviews, incorporates, and records any client comments to engineering deliverable items
8. Assists Designers in developing conceptual drawings and in applying clients' comments
9. Reviews and approves material take-off
10. Reviews and comments all vendor data documents and drawings
11. Submits weekly progress/activity report to Lead Engineer/ Project Coordinator
12. Attends project meeting based on request

QHSE Duties:

1. Make sure all design engineering are fulfilled QHSE standard requirement
2. Comply with engineering procedure

Job Specification:

1. Candidate must possess at least a Bachelor's Degree in Engineering (Electrical / Instrument)
2. Has 3 years at least 3 years' experience in Detail Design Engineering
3. Applicants should be Indonesian citizens and Required language(s): English
4. Skill: Design Electrical such as substation, power plant, commissioning
5. Training: ETAP, EDSA, AUTOCAD and other power system simulation
6. Permanent Position