

	<b>PT. INDOKOMAS BUANA PERKASA</b>	<b>Document No.</b> xxx-xxx-xx-xx
	<b>JOB DESSCRIPTION</b>	<b>Revision</b> 01
	<b>Electrical Engineer</b>	<b>Date</b> 13-Sept-14
		<b>Page</b> 1 of 2

Job Title : Electrical Engineer Subordinate : None  
 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 and calculation sheet

**Job Duties:**

1. Performs and generates material/ equipment / drawing approval
2. Generates technical documentation at 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 (MTO) and Bill of Quantity (BOQ)
10. Reviews and approve all vendor data documents and drawings
11. Submits weekly progress/activity report to Lead Engineer/ Project Coordinator
12. Attends project meeting based on request
13. Assist procurement team to determine specification for asking price
14. Develop BOQ based on drawing and calculation note
15. Generate MTO for tendering or project
16. Determine equal / substitution equipment as client specification
17. Determine size of conductor / cable, UPS and Battery, transformer, generator, grounding, type of protection in calculation note

**QHSE Duties:**

1. Design equipment specification to be used in potentially hazardous areas and how to analyze system performance to maximize safety, efficiency and reliability
2. Implement related procedure in order to comply with standard quality management system
3. Determine material / equipment protection based on hazard area identification

**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, English
5. Training: ETAP, standard, Design & Calculation Engineering for Generator, transformer and cable
6. Permanent Position



**PT. INDOKOMAS BUANA PERKASA**

**Document No.**  
xxx-xxx-xx-xx

**JOB DESSRIPTION**

**Revision**  
01

**Electrical Engineer**

**Date**  
13-Sept-14

**Page**  
2 of 2