



JOB DESCRIPTION FORM

Job Title Detailing Engineer	Job Code	Business Unit / Division Zamil Steel Vietnam	Department / Section Engineering
Job Title of Immediate Superior Detailing Group Supervisor	No. of Job Titles Supervised by the Job Holder, if any	No. of Individuals Supervised by the Job Holder, if any	
Date of Update 2019	Revision # 01	Prepared by Le Trung Nghia	Reviewed & Approved by General Director

(Please avoid "identical/almost similar" job description for two or more job titles)

I. Job Purpose: (Why does this job exist?)

To prepare the Erection Drawings, Bill of Materials and Fabrication Drawings

II. Person Specifications: (What are the minimum attributes for the job holder to be effective in this job?)

Age (Range) Years :	23+.
Qualifications (Essential) :	Bachelor Degree in Civil, Architectural or Mechanical Engineering
Qualifications (Desirable) :	Civil, Architectural or Mechanical Eng.
Certificate/License/Course :	-
Computer Literacy :	Hands on Experience in Auto Cad
Language Required:	English (Written and Spoken)
Duty (Shift/General) :	General
Special Physical Characteristics Needed :	Physically fir
Specific Experience (in Years) :	From 1 to 3 years experience
Personal Competencies:	Good Moral Character
Other (if any) - Please Specify :	

III. Job Authority: (Operational/ Financial/ Administrative/ Special)

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Key Result Areas / Areas of on-going Accountability & List of Job Responsibilities:

<p>Key Result Areas / Areas of on-going Accountability (What areas or major activities will produce the contributions that the company expects from this employee?)</p>	<p>List of job Responsibilities (Identify both the routine and non-routine tasks that this employee has to perform. As much as possible, you must highlight the result that is expected from each task.)</p>
<p>Preparation of Erection Drawings , Bill of Materials and Fabrication dwgs.</p>	<ul style="list-style-type: none"> • Prepares approval drawings, erection drawings, shop details and Bill of Materials (BOM) for buildings according to information contained in the PIS, design calculations, Supervisor’s guidelines, and ZS Std Detailing Manual. • Coordinates with the Design Engineer and Group Supervisor on any questions or difficulties he might encounter during his work, • Submits erection drawings, shop details, and BOM to the Detailing Checker/Supervisor for checking. • Plans to finish his work according to assigned schedules, and gives early warnings to the Group Supervisor if schedules cannot be met. • Corrects any errors found, and implements instructions provided by the Detailing Group Supervisor or Detailing Checker after his job has been checked. • Prepares Engineering Release Transmittal for approval/erection drawings, shop details and BOM.

N.B.: You are requested to complete this form in two pages only.

Reviewed & approved by

Le Trung Nghia / Head of Engineering