



JOB DESCRIPTION

Project Control Manager - Project

Department: Project Control	Last Update: January 6, 2012
Managed by (Title):	
Location: Varies	Prepared by: S Lyons / T Gapsiewicz

SUMMARY

Supports the Project Management Team by maintaining an effective Project Controls System. Includes maintenance of Resource Planning and Allocation System, Project Tracking and Performance Reporting, Cost Evaluation, Communication, Contract Review and Administration, Estimating, Customer and Vendor Change Order Management and Customer Bids and Proposals.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

Knowledge: Bachelor's degree in a related field.
Understanding: Thorough understanding of projects in business segment. Project Management; Quality Assurance; Procurement; Customer and Vendor Contract and Sub-Contract Development, Review, Administration and Negotiation.
Experience: With planning and scheduling techniques, analytical processing of cause and effect relationships. Equivalent to Cost Controller IV or Planner/Scheduler IV.
Skill: Must have good oral and written communication, negotiation, conflict resolution, and team building and motivation skills.
Ability to: Maintain and suggest improvements for the Project Control Systems (Planning / Scheduling, Cost, Estimating)

E or N	MAIN ACTIVITIES	% OF TIME
	Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N – non-essential function of the job.	
E	Maintains and monitors a successful Project Control System (tracking, reporting, evaluation and communication) to ensure that Project requirements, milestones and overall objectives are met. Establishes and maintains a cost control system to evaluate, monitor, track, forecast and report project costs, cash flow and percent complete project status accounting.	50%
E	Reviews existing project related procedures and policy, standard terms and conditions, work instructions, communications, tracking methods and tools and recommends improvements or updates in order to meet project and management directives and current and future business requirements.	5%
E	Provides assistance to Project Team to ascertain cause of significant deviations from planned performance, requirements and/or milestones. Assists in the development of action plans to correct unfavorable performance or to take advantage of unusually favorable performance trends.	20%
E	Ensures compliance with change order administration and cost development including visibility, status tracking/reporting, acceptance status, and resolution of aging, unresolved or unaccepted change orders.	10%
E	Establishes common project controls execution plan for management and control of project costs and achievable resource and delivery schedules. Ensures that the terms and conditions are saleable to meet each varying project size, criticality, contractual/financial/logistical risk potential and other related considerations.	5%
E	Sets up proper staffing for each project in the areas of Project Planning, Estimating, Cost Control, Scheduling, and Monitoring. Establishes performance criteria for Project Controls staff. Oversees coordinates and coaches Project Controls Staff to ensure that requisite performance criteria are met.	10%

