**Job Title:** Project Controls Specialist  
**Location:** Evanston, WY

**Classification:** Exempt/Non-Exempt  
- Professional Non-Exempt

**Role Information:** (key responsibilities and accountabilities of the role)

- **Functional Manager/Discipline Head:** Commercial Manager  
  **Line Manager:** Commercial Manager

- **Function:**
  Provide day-to-day input concerning project performance to support high level business decision-making.

**Job Specification:** (including geographic spread, direct reports etc.)

- Provide estimating, cost control and planning support to the DPC program in which they are assigned supporting the Project Controls Coordinator.
- Perform audits when required, ensuring alignment between cost, schedule and estimate in support of the project deliverables and project controls requirements.
- Accountable for tracking and communicating commitments against projects ensuring funds are available for new and existing services.
- Review and audit sub-contractor reports, billing, scope adherence, phase code assignment and contracting strategy on select projects.
- Accountable for reviewing project cost reports on a weekly basis and report deficiencies to project team and management.
- Accountable for reviewing weekly project reports along with any ad-hoc project reporting required.
- Accountable for tracking and communicating project trends to Project Delivery Team.
- Accountable for meeting Client specific project control requirements.
- Accountable for preparing final cost report and required to follow close out processes.
- Accountable for assisting in setting projects up in accounting systems.
- Assist estimating and commercial managers in analysis of historical project information to improve estimating process.
- Travel to projects to complete project controls audits as directed.

**Technical/Business Skills, Experience, and Training:**
(e.g. project management methodologies, negotiating terms & conditions, cost models, etc.)

- Required to understand the technical scope of the work, the correct sequence and duration of activities to
create a viable project plan to achieve the project objectives.

- Expected to recognize and communicate opportunities to optimize activities to efficiently execute the plan.
- Expected to understand project KPIs and unique reporting requirements of projects and report accordingly.
- Scheduling Software (Primavera, Microsoft Projects, SPS, etc.)
- Cost Engineering Systems (PRISM, Hard Dollar, Primavera Cost Manager, etc.)
- Estimating Systems (Timberline, WinEst, etc.)
- Finance Systems (Oracle, SAP, etc.)

**Responsible for:** (including supervisory/managerial duties, health & safety responsibilities)

Implement common cost and planning processes, procedure and standards for projects and provide cost controls support. The Project Controls Specialist is the focal point for field communication.

Yes [ ] No ☒ Does this job have supervisory responsibilities?

Yes [ ] No ☒ Are there subordinate supervisors reporting to this job?

How many employees are directly supervised by this job? 0 (zero)

**Technical/Business Skills, Experience, and Training:**

(e.g., project management methodologies, negotiating terms & conditions, cost models, etc.)

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**Education, Certificates, Licenses, and/or Registrations:** (desirable/required)

- Bachelor's degree in construction management or engineering
- Associate Constructor certification

**Computer Skills:**

☐ Basic Computer Skills: Use personal computer hardware and software to perform basic tasks to convey and retrieve information via email and the internet.

☒ Intermediate Computer Skills: Uses Microsoft Office Suite to perform a variety of tasks.

☐ Specialized Computer Skills: Uses specialized desktop publishing or custom applications to publish documents or manage large amounts of data.