



POSITION DESCRIPTION

JOB TITLE:	Project Controls Manager	FLSA STATUS:	Exempt
DEPARTMENT:	K-14	WORKER'S COMP CODE:	8601
REPORTS TO:	VP of Operations	EEO-1 JOB CODE:	2
LOCATION:	Mira Loma	APPROVAL DATE:	10/31/16
		REVISION DATE:	11/03/16

SUMMARY: The Project Controls Manager serves as the central resource for all project related contract and financial information. This person is responsible for working with the County and Design-Build contractor to develop a detailed work breakdown structure and refine the budget.

ESSENTIAL ACCOUNTABILITIES: *The following are intended to be examples of the accountabilities for which the person in this position is responsible. This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions if such functions are a logical assignment for the position.*

- Manages commitments including contract and requisition processing.
- Reviews and approves all invoice transactions.
- Provides governance of the change management process.
- Provides financial and trend analysis reporting.
- Prepare and analyze the forecasted costs and estimate at completion.
- In conjunction with the scheduler, provide cash flow and schedule analysis.
- Manage reconciliation of the project controls system's data with the County's financial systems (if applicable).
- Assist in establishing optimal workflows for all cost related business processes and updates to forms and reports.
- Assist in the development and maintenance of project controls procedures consistent with the County's needs.
- Assist the County with annual audits, including state and federal (if applicable).

SECONDARY ACCOUNTABILITIES:

- Complete special projects on an as needed basis.
- Other duties as assigned.

QUALIFICATIONS

- A minimum of ten (10) years' experience as a Cost Controller or Project Controls Manager in a construction environment on projects valued at \$100M or greater
- B.S. in Architecture, Engineering, Construction Management, Finance, Business or related field. An equivalent combination of education and experience may be substituted as appropriate



- Requires knowledge of the principals of cost estimating, scheduling, finance and contract administration
- Must have strong AEC Project analyst skills and project controls experience
- Must have strong time and cost management skills, as well as strong quality management and procurement management skills
- Ability to accurately interpret construction contractual documents and contract modifications.
- Must possess strong communication management skills including proficient oral and written communication and presentation skills, as well as the ability to communicate effectively with wide variety of people with diverse background of all levels and disciplines
- Must be able to develop and maintain positive, cooperative, team-oriented relationships with co-workers, supervisors, managers, clients and others in contact with the job.
- Must have strong customer service orientation and assess customer needs and ensure delivery/receipt of service when appropriate
- Able to efficiently and effectively handle multiple and shifting priorities
- Strong working knowledge of MS Office products including Excel, Outlook, Word and PowerPoint. Experience with Portfolio Server and SharePoint is extremely helpful
- Must also possess a demonstrated proficiency with project management tools, such as Prolog, Primavera (P3-P6) and/or Expedition/Contract Manager
- Must have experience in calculating and reporting on Earned Value Management –
- Must have experience in Project Cost controls/analysis/reporting
- Must have experience in Risk Management
- Periodic travel to Lancaster, CA

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. Must be able to use a computer keyboard, mouse and calculator. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will be exposed to a typical office environment as well as occasionally exposed to outdoor weather conditions. Work on the job site as well as some travel is required. A person in this position is occasionally exposed to moving mechanical office machines. The noise level in the work environment is usually moderate.