**Class Summary**

The responsibilities of this classification include functioning as the Project Control Engineer Lead responsible for the full scope of project control engineering for designated wastewater capital and operating projects. This position may provide lead direction to assigned staff. This position may lead multiple functional business processes on a regular basis. This position will evaluate project costs and scheduling and will make recommendations on these matters to the appropriate internal and external management staff. Typically, this classification assignment is designated for large scale design, construction and public works projects with high political visibility that require multiple project control staff members to support. Duties include establishing technical work standards, providing technical coaching and development, workload planning and lead responsibilities to implement and administer new or evolving project control processes and functions for capital projects and programs.

**Distinguishing Characteristics**

This is the fourth level within a five level Project Control Engineer classification series. Work in this classification involves performing duties of a lead nature by providing and monitoring technical and process standards or directing workforce applications to program requirements. Higher-level business analytical skills are applied to solve organizational business needs rather than project needs. This classification is distinguished from the fifth level in that it is expected to coach and mentor on technical aspects of project control work, but does not perform direct supervisory duties such as formally recommending disciplinary actions, conducting performance evaluations or hiring action.

Performance evaluation participation is limited to providing feedback to the Project Control Supervisor who is responsible for supervising staff involved in the development and implementation of administrative, scheduling and cost control procedures for the planning/design/construction phases for capital projects.

**Examples of Duties**

1. Oversee implementation and administration of the project control function for assigned, exceptionally large capital programs/projects often requiring multiple project control staff members.
2. Provide lead direction to assigned staff involved in the execution of cost and scheduling assignments, estimating and administration of contract progress payments, amendments and change orders.
3. Establish standardized cost and scheduling analysis processes, standards and reports for all capital projects. Make recommendations to project control supervisor regarding emerging best practices in cost, schedule issues, performance metrics, and managerial reporting or contract administration.
4. Implement business process improvements identified through continuous improvement initiatives. Oversee the monitoring of project schedules to ensure the process and resulting deliverable product meet WTD established standards. Coach staff and recommend corrective action to supervisor in cases of non-compliance to standards by staff.
5. Oversee work performed by assigned staff involved in monitoring contract administration and payment activities.
6. Oversee the monitoring and analysis of project and contract schedules for compliance with project plans and contract specifications to determine if work will be performed as planned or contractually mandated. Oversee the preparation of monthly status reports to department management personnel regarding schedules including cost analysis of projects to date.
7. Oversee the preparation of cash flow analysis reports for capital projects. Analyze cash flow reports and make recommendations to project managers and upper management on cost and schedule opportunities.
8. Oversee the coordination and review process for contract submittals with field personnel and section staff. Oversee the work performed by section staff involved in monitoring contract administration activities and tracking progress payments as assigned.
9. Lead analysis and support on construction claims.
10. Lead other related business process improvement tasks as assigned.
11. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of cost and scheduling techniques and principles

Advanced knowledge of project management techniques and principles

Advanced knowledge of the content and application of Project Management Institute practices is required

Skill in evaluating cash flow reports and engineering estimates

Ability to communicate with technical and non-technical individuals on cost and scheduling

Ability to effectively train, coach and mentor others

Ability to work on multiple projects and provide lead direction simultaneously

Ability to communicate effectively in written and oral communication

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Bachelor’s degree in construction management or related field and minimum seven years experience in project or construction management is required

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | Project Control Engineer IProject Control Engineer IIProject Control Engineer IIIProject Control Engineer IVProject Control Engineer Supervisor |
| **Class History** | Updated 8/2008 Revised 3/2009 Revised 8/2013 Revised 7/2015 Formatting |