**Class Summary**

The responsibilities of this classification include assisting project teams with project development and planning, as well as the monitoring and control aspects of assigned projects and contracts. Implement and administer the full project control function for assigned wastewater treatment capital and operating projects. Incumbents are a resource to staff in all facets of project control engineering. Incumbents prepare quantity takeoffs of materials, labor, equipment and supplies and prepare independent estimates of proposed change orders by contractors and consultant scope amendments.

Develop the technical planning components of the required project plans. Provide technical preparation regarding schedule and cost to the project manager in gaining upper management approval. Ensure prompt and correct contract closure takes place. Ensure correct project accounting system closure takes place.

**Distinguishing Characteristics**

This is the third level within a five level Project Control Engineer classification series. Work in this classification is performed on an independent basis without general day-to-day technical direction on projects and contracts of all values. This classification is distinguished from the fourth level within the series, in that the fourth level is a lead position. This classification is distinguished from other engineering technical classifications based on providing journey level technical support to the department's project managers and construction field personnel. This position will participate in the review and analysis of project costs and schedules and prepare independent estimates for proposed change orders by contractors and consultant scope amendments.

This classification must show journey-level competencies in multiple, but not all, project control business disciplines such as contact coordination, contract compliance and administration, construction contract administration, schedule development and analysis, project planning and development, cost estimating/analysis, earned value management, project and program reporting.

**Examples of Duties**

1. Assist project teams in development of project management deliverables. With the project team, facilitate the development and documentation of project Work Breakdown Structure (WBS).
2. Support project managers on correct technical development of project baselines.
3. Oversee the coordination and review process of contract submittals with field personnel and section staff.
4. Provide guidance and assistance to Project Control Engineers I and II in performing their assigned duties.
5. Provide direction to staff assigned to process progress payments, amendments and change orders.
6. Prepare independent estimates for proposed change orders for construction contracts. Prepare quantity takeoffs of materials, labor and equipment as required. Review and analyze engineering cost estimates for accuracy and determine if these estimates are feasible and within the constraints of project requirements.
7. Participate in the review of construction contract documents to determine if established costs and schedules meet project expectations.
8. Prepare cost/scheduling analysis reports for assigned projects.
9. Participate in the review and analysis of all assigned design and construction projects to determine if contingency funds must be re-allocated and work with the assigned project personnel to initiate the process for this re-allocation.
10. Prepare cash flow analysis reports for projects. Participate in the analysis of such reports and prepare relevant documentation as requested.
11. Assist field construction personnel in the negotiation of proposed change orders. Prepare change order documentation and initiate the approval process for the change documents. Provide assistance in claims analysis.
12. Review and analyze contractor construction schedules and engineering design schedules. Review monthly construction schedule updates. Prepare as-built construction schedules. Prepare and update the project master milestone schedule for assigned projects.
13. 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

Knowledge of contract administration techniques and use of automated information reporting systems

Skill in evaluating cash flow reports and engineering estimates

Skill in evaluating engineering cost estimates and project cost variances

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

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 five 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 |