

JOB DESCRIPTION

TITLE Supv Project Controls	NUMBER 50020450
JOB FAMILY Project Management	GRADE 12
DATE REVIEWED May 2012	FLSA CLASSIFICATION Exempt
<p>JOB SUMMARY</p> <p>Supervises Project Controls and directs a team of Project Control professionals in the preparation of conceptual and detailed estimates, subsequent cost control and schedules, and manages the currency of engineering and construction procedures and processes. Collaborates with and provides leadership to the Operations management team with regards to Project Controls functions and initiatives, and works closely with peer managers to ensure meaningful and appropriate application of Project Controls Services. Responsible for allocating resources regarding cost, schedule and change management capital project issues. Provides project controls support for projects. Performs, develops and reviews work products and documentation to ensure compliance with project control guidelines and standards.</p> <p>Upholds the safety compliance standards inherent in PSE's operating and/or field procedures related to work responsibilities. Promotes and supports a culture of total safety.</p>	
<p>JOB RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Employee Safety, Development & Team Building - Providing employees with coaching, feedback, and developmental opportunities and building effective teams: <ul style="list-style-type: none"> ▪ Demonstrates a passion for safety. Promotes and supports a culture of total safety including eliminating at-risk behaviors by conducting safety audits and inspections, eliminating hazards and near misses, and attending safety meetings. ▪ Sets clear expectations and holds employees accountable for performance as well as safety goals/targets where applicable. ▪ Oversees training and development of employees directly and indirectly managed and makes effective staffing decisions. Ensures required training is successfully completed. ▪ Challenges and inspires employees to achieve business results. ▪ Accountable to ensure employees adhere to legal and operational compliance requirements, as well as safety standards. ▪ Conducts and ensures the completion of performance reviews. ▪ Provides coaching, direction and leadership support to team members in order to achieve employee, business, customer and safety results. • Expert in using Project Control schedule and estimating systems, the training of staff in the use of assigned systems, development of procedures with respect to assigned systems • Assists management team to integrate core Project Controls fundamentals (and processes) with project and functional organization planning, tracking and reporting needs. • Responsible for detailed plans related to Estimating, Cost and Scheduling and will work collaboratively in the development of these plans with the management team. • Supervises and directs the independent development and presentation of project schedules and resource management information. Prepares reports and recommendations to management regarding meeting project and resource portfolio and operations targets. • Responsible for the systems, processes and staff that are directly related to project level scheduling and estimating and the development and maintenance of historic cost and resource database information. • Ancillary functions may also be included with this role. These functions include provision of support for budgeting, budget control, document control/ management, contract administration and maintenance of the Project Management Plan. • This position requires an expert knowledge of project cost and scheduling techniques/principles and working knowledge of construction inspection techniques, project management techniques, configuration and change control processes, and contract administration principles. 	



- Must show ability to communicate project management ideas and concepts both orally and in written procedures and plans.
- The ability to effectively communicate with technical, professional and management individuals on cost and scheduling matters is essential.
- Additionally, this role requires demonstrated leadership in integrating new and evolving ideas and processes across a wide variety of organizations and to work collaboratively with the associated stakeholders.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS / KNOWLEDGE / SKILLS / ABILITIES

- Advanced skills and experience using project management systems, accounting interfaces, cost analysis and reporting on large design-construct projects.
- BS in Construction Management, Business Administration, Civil Engineering or closely related field. Relevant experience may be substituted for educational experience as determined by PSE.
- Valid WA drivers' license required.
- A minimum of 7 years proven experience in varied project settings of large design/construct projects with 5 years in leadership capacity in the field of Project Controls.
- Specific utility experience and experience with accounting interfaces desirable.
- Work experience and familiarity with cost/scheduling software and relevant processes are required.

DESIRED QUALIFICATIONS / KNOWLEDGE / SKILLS / ABILITIES

- Specific utility experience and experience with accounting interfaces.
- Advanced proficiency in Primavera P3e for Construction.