

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Project Controls Specialist		
<b>Job Code:</b>	PR2521	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	611	<b>Date Reviewed:</b>	07/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Coordinates and leads the City's Project Control activities within the Program Management Office (PMO) as well as work closely with PMO staff, other assistant directors, program managers and Project Controls Specialists working in other departments. Provides leadership in the improvement and maintenance of the City's Capital Project Controls system which provides data, project schedules, reports and analyses for capital projects programs.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Leads the ongoing improvement and maintenance of the City's Project Controls System and its associated data, analyses, scheduling and reporting capabilities.
3. Produces specialty/customized project controls reports at the program level which cross-departmental lines (i.e. bond level reporting) and/or reports which have unique requirements.
4. Provides project controls training to City staff, engineering consultants and contractor communities.
5. Assists program managers and project managers in the development of scope, schedule, budget and cost data for high profile, complex, and/or large projects (both department-managed and PMO-managed).
6. Assists in the creation of Work Breakdown Structures (WBS), and development of baseline schedules for high profile, complex, and/or large projects (both department-managed and PMO- managed).
7. Coordinates with consultants and contractors on development of schedules that meet requirements set forth in the schedule specifications for high profile, complex, and/or large projects (both department-managed and PMO-managed).

8. Reviews submitted baseline and progress schedules for compliance with City guidelines, and analyzes schedules for reasonableness compared to project scope and progress for high-profile, complex and/or large projects (both department-managed and PMO-managed).
9. Provides project controls support to department projects during periods of peak workload as requested.
10. Works with program managers, and project managers to evaluate schedule status and provide recommendations to address schedule deficiencies or to expedite schedules for high profile, complex, and/or large projects (both department-managed and PMO-managed).
11. After review and approval, merges submitted schedules into the master schedule database for high profile, complex, and/or large projects (both department-managed and PMO-managed).
12. Assists with the integration of schedule data with project cost data in the City's Capital Project Management System (CPMS).
13. Assembles and compiles schedule and cost data and input into the Project Controls System to ensure appropriate status updates of projects for high-profile, complex, and/or large projects (both-department managed and PMO-managed).
14. Interfaces with program managers/project managers to identify and proactively respond to project budget and schedule variances.
15. Actively participates in program and project status meetings as requested.
16. Coordinates with Project Controls Specialists and associated support staff across the City.
17. Reviews the work of Project Controls team to ensure technical accuracy, compliance with instructions and established procedures, and assists the team with issue resolution when needed.
18. Produces timely reports for the senior management and creates ad hoc Citywide reports as needed.
19. Performs other related duties as required.
20. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Project control principles (scheduling and project cost management).
  - Scheduling software; Primavera (P3) or Primavera (P6) and Microsoft Project.
  - Project reporting systems (earned value management).
  - Capital Projects (Design and Construction) practices in the public and/or private sectors.
  - Office equipment including computers and the Microsoft Office Suite of software.

- Enterprise Project Management Tool software.
- City's policies, processes, and procedures.
- **Skill in:**
  - Project management.
  - Problem solving.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Prepare clear and concise reports.
  - Establish effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

A Bachelor's degree in related field such as planning, engineering, business administration, finance, or public administration and six years or more of experience in working with project scheduling, cost estimating and tracking in a capital project organization or environment.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **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.*

Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects.