Job Title: Project Controls Analyst
Department: Project Controls
Reports To: Project Controls Manager
FLSA Status: Exempt
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Summary: Responsible for supporting project controls through scheduling and cost controls.

Essential Duties and Responsibilities include the following: Other duties may be assigned.

Cost Controls

- Perform non-routine cost control assignments which require the selection and application of AZCO’s defined control principles, techniques, technical knowledge, and resource monitoring of construction activities.
- Review drawings and perform material takeoffs.
- Develop and maintain budgets for small to medium size projects.
- Develop and maintain equipment and indirect schedules.
- Develop and Maintain Earned value progress trackers for small to medium sized projects.
- Assist in analyzing work progress and craft productivity.
- Develop and maintain monthly project financial review sheets, monthly forecasts, miscellaneous financial reports, job cost monitoring, and special reports for clients and management.
- Perform field audits to ensure integrity of Earned Value System.
- Assist with timecard corrections.

Scheduling

- Performs non-routine scheduling and planning assignments required to develop and maintain schedules for a portion of, or complete project. Includes collection of actual quantities installed per schedule, assess progress data supplied by others, and visual inspection.
- Develop and maintain Construction Schedules for Small to Medium Sized projects.
- Update Earned Value Progress on the schedule for small to medium sized projects.
- Prepare Resource Load schedules for small to medium sized projects.
- Develop and maintain manpower curves.
- Offer support during Interactive Planning Sessions.
- Develop detailed engineering and construction schedules with Project Manager.
- Interface with other construction departments to provide scheduling data for subcontractors.

Core Values:

To perform the job successfully, the employee must demonstrate the following Company core values, listed below:

Safety – We believe safety is the right of every employee. The prevention of unsafe behaviors is essential to the success of our business. Zero injuries will be achieved through caring leadership, accountability and safe work practices.
Integrity – Our actions are driven by a fundamental belief that it is always best to do the right thing. Integrity is the foundation of all of our decisions and actions and promotes honesty throughout our organization and with our customers.

Respect – We earn respect and trust by treating others as we expect to be treated. We know that open and transparent communication is essential to a healthy organization and effective business performance.

Customer-Focused – We form a partnership with our customers to provide them with custom solutions to exceed expectations. Successful customers provide us with sustainable growth.

Creativity – We collaborate to develop new and innovative solution that add value to our customers and improve our business. We are willing to take calculated risks in the pursuit of those unique methods and solutions.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Design - Demonstrate high levels with attention to detail.

Problem solving – Identify and resolve problems in a timely manner; develop alternative solutions; work well in group problem solving situations, ability to effectively and professionally interact with construction personnel at all levels.

Project Management – Understand construction drawings and specifications; change orders; job progress; budgets; and all aspects of project management.

Customer Service – Manage difficult or emotional customer situations in a professional manner; meet commitments.

Written Communication – Present numerical data effectively; able to read and interpret written information.

Change Management – Develop workable implementation plans; communicate changes effectively.

Quality Management – Look for ways to improve and promote quality; demonstrate accuracy and thoroughness.

Planning/Organizing – Prioritize and plans work activities; uses time efficiently; plan for additional resources.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
Bachelor’s degree from four year college or university in construction management, engineering, or related field; and minimum of 0-4 years of project controls experience and/or heavy industrial construction and project related experience; or equivalent combination of education and experience.
**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Primavera Scheduling software, Microsoft Excel and Access.

**Other Qualifications:**

- Must be available to travel to sites not yet determined for the duration of a given project.
- Strong organizational skills with extreme attention to detail.
- Exceptional communication skills, written and verbal.
- Ability to work with a wide range of personalities.

**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 frequently required to stand; walk; feel; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb ladders. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception 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 is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and fumes of airborne particles. The noise level in the work environment is usually moderate.