**Class Summary**

The responsibilities of this classification include providing entry level technical project control support to project teams. Incumbents in this class review and analyze progress payments and identify problems with project costs. Duties include working with project managers, project representatives and more senior project control engineers in the resolution of project related issues.

**Distinguishing Characteristics**

This is the first (entry) level within a five level Project Control Engineer classification series, which under technical direction of a more senior level Project Control Engineer is responsible for reviewing and analyzing progress payments for professional services, design, and public works contracts and correctly documenting amendments and change orders. It is distinguished from the second level Project Control Engineer II, in that the latter is responsible for reviewing and analyzing construction and engineering schedules associated with larger capital projects with minimal guidance and direction. The Project Control Engineer I may support performance of other selected Project Control Engineer duties on large or small projects, but is not the Project Control Engineer of Record for any project or contract. Incumbents will execute the administrative processes of progress payments, amendments and change orders.

**Examples of Duties**

1. Review and analyze progress payments to ensure compliance with established procedures and contract specifications. Work with Project Representatives or more senior Project Control Engineers in the resolution of problem areas.
2. Coordinate the processing of payment requests, amendments, change orders and related items after approval.
3. Track, monitor and investigate complaints and claims against the agency and/or consultants/contractors on projects.
4. Establish the construction submittals log for specific contracts. Track the review and response process to ensure contractually defined review, comment, and response.
5. Assist in preparation of project annual cash flow and forecast reports. Monitor consultant and contractor cash flow reports.
6. Provide support in reporting subcontractor and apprenticeship utilization reports.
7. Assist in the preparation of monthly contract or project earned value performance reports.
8. Enter data in centralized systems for contract administration, cost accounting and status.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of project management processes

Knowledge of Project Management Institute’s Project Management Body of Knowledge

Knowledge of engineering and construction management techniques and principles

Knowledge of contract administration principles

Knowledge of the critical path method (CPM) project scheduling

Skill in working on multiple projects simultaneously

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 one year experience applying basic mathematical computations.

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** | Non-Exempt |
| **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** | Created 4/2006 Updated 8/2008 King County format Revised 3/2009 Revised 8/2013 Updated 7/2015 Formatting |