**Class Summary**

The responsibilities of this classification include performing project control and cost estimating support for relatively small capital projects and contracts by developing, reviewing and analyzing construction and engineering schedules for wastewater treatment capital and operating projects. Incumbents work under the general direction of more senior project control engineers, project managers or project representatives. They assist in the preparation of cost estimates for capital projects or construction change orders. Prepare progress payment packages for construction and consultant contracts. Prepare contract amendments or change order approval documentation packages. Provide contract coordination and project information and reporting. Position will perform contract administration on a variety of public works contracts.

**Distinguishing Characteristics**

This is the second level within a five level Project Control Engineer classification series and following established business procedures may be fully responsible for project control support on projects and contracts under $1,000,000. It is distinguished from the Project Control Engineer III, in that the latter is responsible for performing cost and scheduling responsibilities on an independent basis without general day-to-day technical direction on projects and contracts of all values, and provides direction to subordinate staff assigned to initiate progress payments and change orders.

The classification may specialize primarily in a single Project Control business discipline such as contract compliance/administration, contact coordination and project information and reporting, construction contract administration, schedule development/analysis, or cost estimating/analysis.

**Examples of Duties**

1. Participate in project development and pre-design phase team meetings. Apply appropriate software tools such as Work Breakdown Structure (WBS) software and CPM scheduling software to accurately reflect project team’s defined scope and schedule decisions. Update the project WBS and CPM schedule as required for appropriate monitoring and control of assigned projects.
2. Assist in preparation of decision package deliverables and information to support project managers securing upper management authorization to continue projects.
3. Review and analyze contractor construction schedules and engineering schedules. Analyze monthly construction schedule updates. Prepare as-built construction schedules. Prepare and update the project master milestone schedules. Assist Project Managers in development of detailed CPM project schedules for smaller projects.
4. Assist project management personnel and the project representative in the negotiation of proposed amendments and/or change orders. Prepare change documentation and initiate the approval process.
5. Monitor and track contingency budget status. Provide status reports on project and contract costs and contingency utilization.
6. Review construction submittals for agreement with contract specifications and completeness. Identify all submittals required for construction contracts. Maintain submittal and Request for Information logs on each assigned construction contract.
7. Review and analyze progress payments to ensure compliance with established procedures and contract specifications. Work with construction managers and project representative in the resolution of problem areas.
8. Prepare and control contract administration documents such as correspondence, contracts, amendments, and change orders, following the current established procedures. Administer pertinent recordkeeping systems to ensure that contracts have met established internal standards. Develop, maintain, track, and research legal and procedurally required documents to successfully defend claims, lawsuits and respond to public disclosure requests.
9. Attend weekly or as required construction progress meetings. Provide status of changes, submittals, RFI's, schedules and payments.
10. Prepare and maintain consultant work order packages and amendments for accuracy.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of project management processes

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

Knowledge of project cost and scheduling techniques and principles

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

Skill in evaluating engineering cost estimates and project cost variances

Knowledge of the critical path method (CPM) project scheduling

Ability to work on multiple projects simultaneously

Ability to communicate effectively in written and oral communication

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 three 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 I Project Control Engineer IIProject Control Engineer IIIProject Control Engineer IVProject Control Engineer Supervisor |
| **Class History** | Created 4/2006Updated 8/2008 King County FormatRevised 3/2009Revised 8/2013Revised 7/2015 Formatting |