**Class Summary**

The responsibilities of this classification include supervising all assigned staff engaged in the development, implementation and monitoring of project plans, schedules, budgets, contracts, and information systems for management and administration of the design and construction phases of capital projects. Supervise staff engaged in development of schedules, budgets, contracts, and information systems for use in management and administration of the design and construction phases of WTD capital projects. Supervise all assigned staff engaged in the project control elements of planning, development, administration, and cost accounting of construction, consultant and other miscellaneous service contracts. Develop policies and procedures to manage, monitor, control and report the status of projects or contracts. Monitor and review progress on projects or contracts, analyze cost and schedule issues, and recommend action to resolve such issues.

**Distinguishing Characteristics**

This is the fifth level within the Project Control Engineer classification series. This classification is distinguished from the other levels in that the Project Control Engineer Supervisor is responsible for formal supervision of staff involved in the development and implementation of administrative, scheduling, contracting, and cost control procedures for the design/construction phases for capital projects. Positions at this level conduct performance appraisals; recommend hiring, discipline, and termination of assigned staff. Supervisors are responsible for ensuring staff development plans are completed in order to meet the needs of the County. Positions at this level will support development and implementation of county, department and division change management, special initiatives or business process improvements as assigned.

**Examples of Duties**

1. Develop assigned staff to ensure that needed technical and leadership skills are increased in order to meet current and emerging needs of the Wastewater Treatment Division.
2. Direct the development and implementation of costs and schedule elements of the design/construction phases for all capital projects plans. Prepare procedures for the preparation of such elements for use by department project administrators.
3. Direct the development and implementation of information database systems for capital projects as required for efficient and effective management of such projects and the overall capital program.
4. Prepare and administer the enforcement of contract provisions related to projects progress reporting to ensure compliance with all requirements. Monitor and review program and project progress reports and resolve issues when within their authority. For issues outside their authority, makes recommendations to management on resolution. Direct the preparation of monthly and other regular progress status reports.
5. Direct the administration of payments to consultants and contractors to ensure compliance with contract provisions and requirements of grant agencies. Direct the preparation of cost accounting matrices for capital projects. Prepare and analyze cash flow projections for capital projects.
6. Act as liaison with the finance, budget and administration functions at the Division level on budget issues for design/construction phases of all capital projects.
7. Oversee the coordination and review of contract submittals with field personnel and section staff. Oversee the work performed by section staff involved in monitoring contract administration activities and tracking progress payments as assigned.
8. Lead or participate in the development and implementation of county, department and division change management, special initiatives or business process improvements on project planning and delivery subject areas as assigned.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of supervisory techniques is required

Knowledge of several key Project Control disciplines is required

Knowledge of techniques and ability to develop staff technical and leadership skills

Skill in business management and decision-making knowledge is required

Skill in staff development and training

Skill in planning and delegating work assignments

Skill in Conflict Management

Ability to communicate effectively, in person and in writing

Skill in evaluating cash flow reports and engineering estimates

Skill in evaluating engineering cost estimates and project cost variances

Ability to analyze and understand design plans and specification

Ability to assist staff to formulate schedules, budgets and control procedures

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 ten 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.

|  |  |
| --- | --- |
| **FLSA Designation** | Exempt (Administrative) |
| **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** | Updated 8/2008 |
|  | Revised 3/2009 |
|  | Revised 8/2013 |
|  | Revised 6/2015 |