

## Project Controls Manager

**San Francisco Bay Area applicants are strongly preferred for the following position.**

An Oakland, CA-based professional consulting firm seeks a full-time experienced project controls manager to supervise project controls for major transit projects. The successful candidate will be responsible for overseeing and maintaining Oracle Primavera P6 and Microsoft Project schedules. The project controls manager will also oversee cost estimating and document control. The pay is competitive.

The ideal candidate has three to five years of transportation project scheduling and estimating experience; knowledge of engineering and construction techniques and project plans and specifications; and a B.S. degree in civil engineering or a B.A. or B.S. in a related field.

The successful candidate will have the ability to:

- Supervise the development of CPM schedules, analyze project schedule data, perform scheduling for assigned projects, and be familiar with resource loading schedules.
- Estimate costs, analyze project costs including actual, accrual, and commitment; forecast estimate at completion cost.
- Prepare written schedule and estimate reports for the project team.
- Supervise the monthly and quarterly progress reports for capital projects as assigned; compile, print, and distribute reports.
- Oversee document control and develop procedures to initiate and maintain document files.
- Review contract documents and incorporate all relevant aspects into the schedule and estimates.
- Attend project meetings to evaluate and report on progress and action items.
- Review contractor and subcontractor schedules, estimates, and supporting documentation to ensure the client approves submittals in a timely manner.

Required skills:

- Expert software skills in Primavera P6 and Microsoft Project, Access, Excel, PowerPoint, and Word
- Strong planning, cost estimating, and forecasting skills
- Excellent verbal and written communication skills, including the ability to interface and negotiate successfully with clients, contractors, and engineers, as well as members of other organizations
- Strong project management, organizational, and time management skills
- A mathematical aptitude

You must use the **APPLY** link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

**[APPLY](#)**