JOB DESCRIPTION
Project Control Technician I (Flex)
Project Control Technician II
Code Number: 22019, 22020

GENERAL PURPOSE

Under general supervision, operates, implements and maintains the computerized project management information and control system utilized primarily in the District’s engineering departments; provides effective project planning and scheduling support to project managers; facilitates the coordination of District projects through the planning, design, and construction phases; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Project Control Technician I is the entry level class in the Project Control Technician series. Initially under close supervision, incumbents perform the more routine duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Project Control Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Project Control Technician II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Project Control Technician I by the relative independence with which duties are performed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Participates in the development of master schedules for District programs and projects and establishes project time frames and expectations and facilitates workforce and cost forecasts; updates and reissues schedules as required.
Coordinates with project managers concerning project status relative to schedule, budget and resource usage.

Imports actual hours and costs; reviews to ensure data was accurately imports; creates workload projections to justify workload for managers, directors, and Assistant General Manager, as requested.

Researches, compiles, and maintains grant/loan opportunities; interacts with public, state, and federal agencies as required.

Participates in developing project costs and resource budgets; provides timely information for controlling budgets throughout project duration where necessary.

Prepares and distributes periodic standard project status reports; develops specialized graphics and reports as needed to support project teams and management presentations.

Researches project costs; imports actual hours and costs; reviews to ensure data was accurately imported and that costs are charged to the correct project and the appropriate phase of the project; follows up on inconsistencies; creates workload projections for justification, as requested.

Maintains accurate records, resource hours, status of permits, and a schedule history file on select District projects and all capital improvement projects.

Provides work instruction and formal training, guidance and support to project team members in the operation, use and capabilities of the Project Management Information and Control System.

Participates on a variety of project teams and committees to develop project management and control policies and procedures.

Works with internal customers to obtain and create reports for project schedules; responds to technical questions regarding databases.

Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of civil engineering as applied to a water and wastewater
utility; modern methods and techniques used in the design and construction of a wide variety of waterworks capital projects; project management and scheduling computer applications; modern developments, current literature and sources of information regarding sophisticated methods of engineering project management; principles and techniques of training and instruction.

**Ability to:**

Interpret, explain and utilize project control software; prepare clear, accurate and complete engineering project reports, records and other written materials; make sound independent judgments within established guidelines; communicate effectively orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral instructions.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined is graduation from high school or G.E.D. equivalent, supplemented by college-level course work in civil engineering, drafting, engineering mathematics or related fields; and two years of increasingly responsible sub professional work in engineering project management, or an equivalent combination of training and experience.

A Project Control Technician I may be considered for advancement to Project Control Technician II after 12 months and after demonstrating proficiency to perform all major duties assigned to the class.

Typically, a Project Control Technician I is expected to be capable of meeting the proficiency criteria within a 12 month period, depending on an individual’s prior experience and progression in performing the full range of Project Control Technician duties.

Maintenance of grant program certification reflecting 48 hours of college level education in the following core areas: grant proposal planning and development, funding source development, post-award management and fiscal management desirable for positions assigned to grant/loan program.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk and hear, both in person and by telephone; and use hands to operate a computer keyboard.

The specific vision ability required by this job is close vision.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communications skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; perform detailed work under changing, intensive deadlines on multiple, concurrent tasks; and work with constant interruptions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee usually works under typical office conditions where the noise level in the work environment is quiet.

FLSA DETERMINATION: Non-exempt.
FLEX REQUIREMENTS
Project Control Technician I (Flex)
Project Control Technician II

LENGTH OF TIME REQUIRED

A Project Control Technician I may advance or "flex" to the Project Control Technician II class after 12 months of experience in the Project Control Technician I class.

PERFORMANCE RATING

The incumbent must receive an overall performance rating of "good" or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Project Control Technician I must also demonstrate proficiency to perform the full range of duties as described in the Project Control Technician I/II job description. This includes demonstrating sufficient understanding of project control software and basic project management concepts to effectively support the scheduling and reporting needs of District project managers.