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# Example of Controls Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of controls manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for controls manager

* Provide regular briefing to project managers and team on project financials, schedule status, issues, and concerns
* Identify issues with progress of advanced development activities (vehicles, benches, simulations, ) that will impact program deliverables
* Actively participate in applicable information sessions, design reviews, staff meetings, safety meetings and other sessions that assure and encourage communications, teamwork, and continuing process improvement
* Manage spending within assigned budget guidelines and minimize overtime worked
* Proactively interface with external auditors and internal audit to facilitate their walk-throughs and testing
* Maintains, tests, monitors and improves electrical distribution system
* Develop, design and execute critical business process reviews
* Proactive and pre-emptive risk management
* Participate in technical review of equipment proposals and selection of vendors for all equipment
* Use change management tools to clearly communicate potential scope changes and cost trends quickly and broadly

## Qualifications for controls manager

* Bachelor’s Degree in Engineering, Architecture, Business, or Accounting
* 15+ years’ experience in a program or project controls role on a major ($500 million or larger) transportation project
* 5+ years’ experience managing a team of project controls staff including schedulers, estimators, cost engineers, and document controls specialists on large ($500 million plus) public works capital improvement programs/projects that have multiple funding sources including FTA funding
* 5+ years’ experience working on a large capital improvement transit program/project for a public agency
* Experience working as a scheduler, cost engineer, and/or estimator is required
* Ability to execute project tasks assigned