



Example of Project Controls Manager Job Description

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Our company is looking to fill the role of project controls manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for project controls manager

- Keep Engineering Director informed of Programme performance at appropriate level
- Support project management through development of cost and schedule baselines, status updates, progress and performance evaluation, variation analysis and change management, forecast to complete, and project reports
- Mentor and develop junior staff in project controls systems and best practices
- Collect and track receipt of all close out documents until completion, including warranties, as-builts, O&M manuals
- Develop and maintain good communications with client contacts on tasks and projects
- Oversees and monitors performance, progress and department budgets
- Receive and qualify subcontractor proposals
- Develops and implements strategic objectives for practice aligned with the region's strategic initiatives
- Oversees senior managers and managers working on client engagements within practice
- Reports profit and loss figures, as required

Qualifications for project controls manager

- Familiar with high-tech, manufacturing or other fast-based building construction

- Ability to think strategically, plan and problem solve
- Ability to write complex business documents, such as reports, papers, detailed letters and emails
- Intermediate to advanced knowledge of Microsoft Excel and Word
- Working knowledge of web-based project management systems (eBuilder, ProjectNet, ConstructWare,) a plus