



**Position:** Assistant Project Controls Manager

**Reports to:** Project Controls Manager

Under the direction of the Project Controls Manager, the Assistant Project Controls Manager supports the Project Controls Manager in completing updates and identifying opportunities for improvement.

**Responsibilities:**

- Support the project controls manager and area project managers with progress reporting including schedule updates, forecast, variance identification and opportunities for improvement.
- Ensure the Project controls team produce weekly / monthly reports in line with the project and company reporting calendar, providing details on progress, actuals, forecast and explanation of variances.
- Ensure that project controls processes are consistently applied across the project.
- Manage governance to ensure robust cost and schedule performance for the agreed Scope of Work across integrated programs managed across multiple suppliers.
- Support and advise on the definition of Project Controls and Earned Value Management policies, procedures and the standards required to deliver projects.
- Support the development of requirements for specific resource-loaded schedules.
- Work closely with the Project Director, Commercial Director and project Quality Standards to maximize the potential of the project.

**Required Knowledge, Skills and Abilities:**

- Professional Engineer (P.Eng.) Designation.
- Minimum 5 years in management of multidisciplinary projects.
- Over 2+ years of experience in managerial position.
- Working knowledge of Aconex construction management program.
- Knowledge of planning and scheduling heavy civil construction projects.
- Exceptional knowledge of Cost Controlling in heavy civil construction projects.
- Adaptable and flexible to an ever-changing environment.
- Ability to promote and implement innovative solutions, design optimization and value engineering.
- Previous experience in heavy civil construction projects working for a general contractor.
- Proficient in the following: Primavera P6, SPE (cost control program), Microsoft Office (Word, Excel, PowerPoint, Outlook), eCMS program.
- Exceptional time management skills and the ability to work independently and as part of a team.
- Results oriented with the ability to effectively manage and multi-task priorities, timelines.

- Excellent communication skills (co-workers, clients, vendors, and regulators).
- High degree of both managerial and team management skills.

**Working Conditions/ Physical Effort:**

- Able to perform in a fast-paced environment.
- Walking, lifting, equipment operation, etc.
- Moderate physical activities.
- Ability to use stairs, ladders and climb over rough terrain.