



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Project Control Technician I/II
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GENERAL PURPOSE

Under immediate (Project Control Technician I) to general (Project Control Technician II) 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; serves as the post-award administrator for externally funded capital projects; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Project Control Technician I: This is the entry-level classification in the Project Control Technician series. Initially under close supervision, incumbents learn and perform routine computerized project management information and control system activities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Project Control Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Project Control Technician II: This is the fully qualified journey-level classification in the Project Control Technician series. Positions at this level are distinguished from the Project Control Technician I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Project Control Technician I) to general (Project Control Technician II) supervision from the Engineering Project Control Manager. Exercises no direct supervision over staff.

TYPICAL 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 position.

Positions at the Project Control Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Participates in the development of master schedules for District programs and projects; collaborates with project managers on budget, schedule, and other project components; establishes project time frames and expectations; facilitates workforce and cost forecasts; uploads all new projects incorporating budget and schedule data; assigns appropriate master project/Capital Improvement Project (CIP) numbers and populates codes; on an ongoing basis, imports costs and labor costs into the system and performs quality control for accuracy; updates schedules as required.
- Creates a baseline for each project schedule to provide a tool for measuring schedule variance over time; rebases projects to account for changes to the project; reconciles actual to budget forecasts and prepares detailed summaries and supporting documentation.
- Coordinates with project managers regarding project status relative to schedule, budget, and resource usage; reviews actual hours and costs; researches project costs; ensures correct project and phase costs are recorded; investigates inconsistencies.
- Creates workload projections to justify workload for management and participates in developing project costs, resource budgets, and workload projections.
- Serves as the post-award administrator on externally funded projects; prepares a budget analysis for approval by management; develops a comprehensive understanding of the funding agreement; coordinates stakeholder meetings; collaborates with funding agencies to resolve agreement discrepancies; reviews and recommends agreement execution to management.
- Obtains deliverables, such as CEQA documentation, from internal and external sources for submission to grant funding agencies; reviews and recommends approval of documentation for compliance with agreement.
- Plans, organizes, and prioritizes grant-funded program services as directed by the Engineering Project Control Manager.
- Reviews grants and proposals for accuracy, completeness and compliance with District policies; develops budgets; coordinates with staff to obtain approval and assists in the coordination and implementation of awarded grants and loans.

- Performs a variety of technical duties in the preparation, processing, maintenance, storage, archiving, and reporting of grants and loans records; writes or maintains desk procedures prepares account reconciliations.
- Composes periodic progress reports for grant funded projects using multiple sources of information to identify accomplishments during the report period.
- Prepares external funding reimbursement requests; reviews vendor invoices to determine eligibility of services under the contract; compares against data in the financial management system for accuracy; processes payments; closes financial periods, verifying that data is accurate; assists in compiling information for, and participates in external audits of grant funded projects.
- Interacts with public, state, and federal agencies as required.
- Provides timely information for controlling budgets throughout project duration where necessary; prepares periodic standard project status reports.
- Develops specialized graphics and reports as needed to support project teams and management presentations.
- Maintains accurate records, resource hours, status of permits, and a schedule history file on select District projects and all capital improvement projects.
- Attends pre-bid walk through; presents compliance information and responds to questions.
- 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.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Modern methods and techniques used in the design and construction of a wide variety of waterworks capital projects.
- Principles and practices of grant funding and expense reimbursement.
- Technical knowledge and understanding of the water industry as it applies to grant and loan administration
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.

- Principles and practices of report development.
- Operational characteristics of project management systems and their links to other automated systems.
- Basic budget principles and practices as it relates to assigned areas of responsibility.
- Modern developments, current literature, and sources of information regarding engineering methods and project management tools.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Compile, review, and verify project-related data for accuracy.
- Evaluate project costs for grant funded projects for eligibility and compliance with contractual obligations.
- Prepare, process, and obtain approvals for grant-funded project expenses.
- Prepare clear, accurate, and complete system-generated reports, records, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Follow and apply written and oral instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Project Control Technician I: Two (2) years of technical experience supporting an engineering project management program.
- Project Control Technician II: Three (3) years of progressively responsible technical experience supporting an engineering project management program, or one (1) year of experience as a Project Control Technician I with the District.

Education:

- Project Control Technician I/II: Equivalent to completion of the twelfth (12th) grade supplemented by college level coursework in civil engineering, drafting, engineering mathematics, or a related field.

Licenses/Certifications:

- None.

PHYSICAL DEMANDS

The physical 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.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

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.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Project Control Technician I/II class series are flexibly staffed; positions at the Project Control Technician II level are normally filled by advancement from the Project Control Technician I level; progression to the Project Control Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Project Control Technician II level.

Eastern Municipal Water District
Job Title: Project Control Technician I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Project Control Technician I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____