



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL PROJECT CONTROLS SPECIALIST

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 56 Job #: YA105
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JOB SUMMARY

Positions at this level perform Principal Project Controls Specialist job duties in support of project management with minimal oversight and supervision.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the concepts of project controls, cost engineering, scheduling, earned value management and estimating. This position is considered to be a subject matter expert in ensuring compliance with budgets, forecasting, cost control, change orders, project cost, work breakdown structure, coding, financial analysis, and scheduling. This position acts in lead capacity on projects, trains staff, in procedures and advanced software and reviews work products of lower-level classifications.

OVERSIGHT

Supervision Received: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. The degree of work independence distinguishes the principal from lower level classifications in the family. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology.

Supervision Given: Acts as a lead. Ability to coordinate and review work assignments of employees performing the same general work as the Principal on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Develops and implements a project control plan as part of the project management plan.
2. Leads workgroups to identify and define management and user requirements; develops and recommends policies, procedures, systems, resource allocations, and organizational structures. Negotiates and implements recommendations.
3. Leads or sets up implementation of work breakdown structures and project coding to control and ensure integrity of work to be performed as defined by contract and standards.
4. Analyze variances in cost and schedule performance against the plan and communicate rationale for issuance of variance and propose mitigation plans for project management.
5. Acts as a lead in the preparation of resource-loaded schedules to develop expenditure forecasts, resource requirements, and budgets for capital and operations and maintenance programs and projects.

6. Develops, negotiates, and administers professional services agreements for project control services.
7. Serves as a lead on projects by developing procedures, reporting, establishing communication requirements, change procedures, job assignments and roles. Acts as a lead to develop strategic visions, policies, plans, and areas to improve productivity and functionality in the area of project controls and reporting.
8. Oversees consultant staff performing a wide-range of project controls functions.
9. Acts as lead to respond and advise management on audit issues as required in the area of project controls.
10. Prepares reports to reflect program/project status, cost, schedule trends, funding and project uncertainties. Identify potential sources and consequences of project risk. Coordinates review of project to ensure the efficient use of resources.
11. Serves as liaison and represents Metropolitan as an expert in a technical field with other Metropolitan staff and outside agencies.
12. Serves as Master Scheduler and performs functions utilizing Metropolitan adopted project scheduling software (e.g., Primavera). Acts as project controls lead in providing Team guidance to ensure compliance with project schedule specifications and conformance with master schedule requirements.
13. Performs critical path and earned value analyses.
14. Mentors, trains and provides feedback and oversight of lower level staff on an as needed basis.
15. Performs other related Principal Project Controls Specialist job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and eight years of relevant experience; or Master's degree from an accredited college or university in a related field and six years of relevant experience; or four years as a MWD Senior Project Controls Specialist.

Required Knowledge of: Principles, procedures, and practices of business management and analysis; project management; budgeting or finance; financial tracking systems; contract administration; business process modeling methods and techniques; pertinent laws, codes and regulations; and current office technology and equipment.

Required Skills and Abilities to: Identify, analyze, recommend, and resolve complex financial, procedural, organizational, operational, management, or policy issues including implementing new and modifying existing programs, systems, policies, or procedures; perform project management functions; prepare a variety of clear and concise reports; develop and administer complex contracts; negotiate complex issues with a variety of stakeholders; manage budgets and utilize financial tracking systems; use applicable software applications including Microsoft Office; effectively use Metropolitan adopted

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scheduling software at an advanced proficiency level (e.g., Primavera, etc.); prepare and deliver presentations; interpret and apply policies, laws, and regulations; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements

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