

PUBLIC BUILDING COMMISSION OF CHICAGO

JOB DESCRIPTION

JOB TITLE: PROJECT CONTROLS COORDINATOR

The Public Building Commission of Chicago (PBC) is a full service public developer created by state legislation in 1956 to plan, design and renovate or construct municipal buildings including but not limited to schools, park facilities, libraries, police stations and fire houses. The PBC's staff functions as a single point of responsibility for the professional management of public capital and infrastructure projects.

General Summary

The Project Controls Coordinator will provide project controls support for capital construction projects of varying sizes and complexities. Under the general supervision of the Director of Program Controls, this position will be responsible for fulfilling a variety of project controls activities, including monitoring, analysis and reporting related to budgeting, cost control, document management, contract administration, and scheduling.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates project controls information as needed in collaboration with various departments
- Reconciles program and project data between various systems. Reviews and researches additional information as needed to resolve conflicts. Interfaces with other Departments to ensure timely processing and reporting
- Inputs, tracks, and prepares data for reporting in electronic cost controls system including budgets, contract commitments, changes, forecasts, and actual costs
- Maintains record of historical project information for reference and analysis
- Prepares graphs, diagrams, reports, and other exhibits as required
- Digitizes documents for electronic storage. Collaborates with Controls Team and other Departments on adherence to document management procedures
- Participates in project meetings and follows through on open/actionable items
- Assists with the administration and serves as a resource to end users on project controls applications, including maintenance, user administration, and training
- Reviews data and reports with Manager and other staff. Communicates concise, accurate, and timely information to all members of the team
- Contributes to the development, implementation, and maintenance of procedures and reference materials
- Additional related duties as required

Reporting Relationship(s)

Reports to the Director of Program Controls

Knowledge, Skills & Abilities Required

Education requirements include a Bachelor's degree in a relevant field such as Project/Construction Management, Business, Finance or an equivalent combination of education and relevant experience. 3-5 years of relevant experience in cost management, planning, estimating, scheduling, and other project controls functions for large capital construction projects and programs required.

Knowledgeable in processes and principles related to budgeting and cost control, contract administration, scheduling, planning, and project management.

Professional work experience with project controls software and web-based program/construction management information systems required.

Recognized certifications in Project Management, Construction Management, and Project Controls are also considered favorably.

Excellent organizational, analytical, written and verbal communication skills are required. Experience with budgeting/accounting processes and procedures, project management systems, contract administration, scheduling, planning, and project management are preferred. Excellent skills in Office Suite (MS Word, MS PowerPoint, MS Excel) and other commonly used databases required.

Must be self-motivated, disciplined, detail-oriented, organized, and a problem-solving team player with strong work ethic and ability to work in a fast-paced environment. Ability to work well with colleagues, senior management and other external contacts are required.

This position is exempt from coverage under the Fair Labor Standards Act.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.