HAINLINE

JOB DESCRIPTION

PROFILE

JOB TITLE:	Project Controls Specialist
REPORTS TO:	President
CLASSIFICATION:	Salary / Exempt, Full Time
REVISED DATE:	March 2018
CONTACT:	Careers@Hainline.net

JOB SUMMARY

The Project Controls Specialist will be responsible for both development of project schedules for contractor clients as well as review of schedules for owner clients. S/he will be responsible for supporting multiple projects from start to finish, with the ability to work on several projects simultaneously. Vertical building experience, including high-rise and five-over-two construction, is highly desirable. For contractor clients, s/he will be responsible for delivering in-depth, often complex schedules; updating schedules; and providing project controls services. For owner clients, s/he will be responsible for providing both oral and written analysis of a contractor's schedules, schedule updates, fragnets, and costs in a timely manner. S/he will review contract documents to ensure that project scheduling is efficient and will conduct thorough reviews of contract requirements for baseline schedule development and schedule reporting. S/he will develop preliminary Project Development schedules to estimate construction durations.

RESPONSIBILITIES

- Cost Analysis, Scheduling, Change Management, and related reporting.
- Evaluate construction progress and team performance to ensure projects are built on schedule and within budget, including monitoring of job profitability.
- Read and interpret complicated contract documents and have the ability to apply this knowledge in effective and timely problem solving, assessing impacts to the client.
- Proactively and routinely resolve issues of substantial financial impact, minimizing risk on behalf of the client.
- Initiate and maintain liaison with client to facilitate successful project execution.
- Resolve complex construction project related issues, disputes, and disagreements.
- Develop a deep understanding of full range of Hainline services, and identify new work opportunities and potential clients.
- Participate in project acquisition, from proposal input, project approach and client interviews.
- Analyze contractor's baseline schedule, monthly schedule updates, fragnets, and Time Impact Analyses for compliance with contract documents and Industry Standards.
- Prepare reports as requested by project and construction managers.
- Review cost and resource loading.

- Maintain project documentation per procedures and update specification requirements.
- Analyze, evaluate, and forecast current status against the established baseline schedule.
- Report status of schedule to appropriate project and company management as well to the client.
- Develop, monitor, control and update the project schedule using Primavera software to ensure the project is optimally executed.
- Technically proficient to review specific requirements for advanced scheduling including cost and resource loading, auditing, and claims analysis
- Develop schedule narrative in accordance to contract requirements
- Interact with construction personnel with respect to updates and forecasts against current schedule
- Evaluate the actual construction status relative to proposed schedule and budget and analyze the impacts of changes to schedules and cost proposals by developing and maintaining fragnets and performing time impact analysis
- Analyze drawings, specifications and statements of work in the preparation of activity networks for project resource planning and scheduling.
- Design-build construction schedule management experience is a plus.

POSITION REQUIREMENTS

- Bachelor's Degree in Engineering, Construction Management, or related field, or commensurate experience in these fields.
- 5-10 years of experience in the construction or engineering industries, or other equivalent consulting experience.
- Professional and/or Industry Certifications (e.g. AACEI, PMI, AAFM, ICEC, IMPA certifications).
- Experience with Microsoft Office applications and Microsoft Project required.
- Proficiency with Primavera P6.
- Experience with SharePoint desired.
- Vertical building experience, especially high-rise and five-over-two construction.
- Scheduling and cost engineering, relative to medium to large and complex engineering/construction projects.
- Construction experience similar to the assigned project(s).
- Prior experience using P6 to conduct impact analysis, schedule claims analysis, monthly updates, and progress reports.
- Ability to both develop critical path, resource, and cost-loaded schedules and review and analyze schedules developed by others.
- Ability to conduct necessary research and compile comprehensive reports.
- Willingness and ability to run small and large projects independently, and manage several projects at one time while meeting strict time lines.
- Ability to work well with minimum supervision and function as part of an interdisciplinary team.
- Excellent business development and client service experience.
- Strong verbal and written communications skills, including the ability to maintain a positive work environment.
- Willingness to drive to different job sites, a valid driver's license, and a clean driving record.
- Ability to lift 50 pounds, such as a box of records, is required.
- Ability to sit at a workstation and perform data entry is required.
- Ability to walk, stand, climb stairs and ladders, and navigate uneven terrain throughout construction sites for up to 10 hours a day is required.

- Strong conceptual and analytical skills.
- Self-motivator with the ability to work independently.
- Flexibility and responsiveness in managing multiple projects.

HAINLINE BENEFITS

Founded in 1981, the Hainline team is a multidisciplinary group of professional leaders who share a passion to serve our clients and communities. Our team is diverse with all individuals coming from different disciplines, backgrounds, and expertise. Each team member at Hainline works hard to maintain a competitive edge and to provide our clients with unparalleled expertise.

Our commitment to continuous professional training and support of a healthy work-life balance promotes employee and stakeholder growth and job satisfaction. Benefits include:

- 401(k)
- Health and Vision insurance
- Generous PTO
- Paid Transit
- Continuing Education assistance

Hainline does not accept unsolicited resumes through or from search firms or staffing agencies. All unsolicited resumes will be considered the property of Hainline and Hainline will not be obligated to pay a placement fee.