

**Status:** Exempt

**Reports To:** *Senior Vice President*

### **Job Description**

Position requires diversified knowledge of engineering, estimating, scheduling, and project controls management, and administrative knowledge of organization, procedures, and systems used by Eichleay. Responsible for overall coordination, review, monitoring, and issuance of management reports pertaining to budgets, productivity, and manpower.

#### **Typical Duties:**

*Typical duties will include but not be limited to the preparation, modification, coordination, and/or review of the following:*

- Periodic summary reports, graphs, production rates and manpower projections.
- Comparisons and evaluations associated with project estimates, forecasts, cost trends and schedules pertaining to budgets, productivity, manpower loadings and other operational data parameters.
- Maintain data for proposals pertaining to cost estimates, schedules, and project control procedures.
- Collection of historical data of complete projects.

#### **Essential Functions:**

*Responsibilities will include but not be limited to the following:*

- Reviewing and monitoring of project management reports pertaining to budget, productivity, manpower, schedule and man-hours on all projects.
- Assisting Project Managers in preparation of monthly project control reports, as well as monitoring and reviewing operational reports prepared by the project concerning cost, schedule, progress, budget, forecast, manpower, and quantities. Report significant trends or variances to Project Managers.
- Conduct meetings, draft reports or review work of others as related to project cost and schedule management.
- Use various scheduling, estimating, and cost reporting computer software to complete assigned work.

#### **Education/Experience:**

- Bachelor of Science degree in engineering or scientific discipline, and minimum four years of work experience with advance knowledge of business management and data processing, obtainable usually through a combination of work experience and continuing education; or
- Master of Science degree in engineering or scientific discipline, and minimum two years of work experience with advance knowledge of business management and data processing, obtainable usually through a combination of work experience and continuing education; or

- Equivalent combination of education, training and experience.

**Skills and Special Requirements/Licensing:**

- ASAP Safety Training.
- Excellent computer skills in Microsoft Project or other scheduling software (i.e. Primavera), Windows and Microsoft applications (emphasis on Excel).
- Pre-employment drug and alcohol screening.
- Background screening including previous employment, education, criminal history, and driving record verification.

**Work Environmental & Physical Demands:**

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, depth perceptions, and the ability to adjust focus.
- Overtime may be necessary as workload's dictate. This may include weekdays, weekends and/or holidays.
- Job will generally be performed in an office environment, but may require travel to visit a Client's office, production facility or industrial/construction job site. Conditions will vary at each location, but the conditions listed above will generally apply.
- May be assigned to work at a Client's office, facility or site for an extended period of time. Conditions will vary at each location, but the conditions listed above will generally apply. When performing outside Eichleay's office, appropriate safety training and safety equipment will be provided by Eichleay and/or Client as required.