

PCN	08-X233
JOB TITLE	PROJECT CONTROL/COMPLIANCE OFFICER GRIP
LOCATION	ANCHORAGE
RANGE	22
REPORTS TO	PROGRAM MANAGER (08-X223)
FLSA EXEMPT	YES
REVIEWED BY: (NAME AND DATE)	JIM MENDENHALL, NOVEMBER 2024
APPROVED BY: (NAME AND DATE)	ASHLEY HARRIS, NOVEMBER 2024
EFFECTIVE DATE	OCTOBER 31, 2024

Position Purpose:

The Project Control/Compliance Officer is a position performed under the direction of the GRIP Program Manager and will work with the Project and Accounting teams throughout the project lifecycle. This position will establish and maintain project schedules, budgets, and other project control tracking mechanisms. The individual will need to be able to identify potential problems related to scope, schedule, and budget of the project. The position is expected to carry out tasks autonomously and collaboratively.

Essential Functions:

- Project support in regard to scope, schedule, and budget.
- Works with Estimating and Project Management team for budget setup.
- Cost Reports utilizing Microsoft Navision and Excel.
- Creates and maintains project schedules using MS Project.
- Assist Project Managers with forecasting projects in the accounting system.
- Assist in data entry.
- Participate in preparation for financial reviews.
- Assist Project Management in developing/reviewing cost and schedule corrective action and recovery plans and making sure needed actions/plans are implemented.
- Raise flags, take recovery actions, and follow up when adverse schedule trends are identified.
- Monitor subcontractors' progress relative to the schedule and report results to Project Manager.
- Review, upgrade as necessary, and approve the Subcontractors/Grant Recipients schedule control plan.
- Ensure the Subcontractors/Grant Recipient's schedule and cost forecast are in alignment.
- Work with Project Management Team in support of the project invoicing including monthly Schedule of Values.
- Change Order Management.
- Cash Flow and Revenue forecasting.
- Assist in preparation of required project reports such as: Buy America/Build America, Davis-Bacon, etc.
- Miscellaneous Project Management tasks as required.

Work Demands:

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be *reasonably anticipated and are an expectation of the job*.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirements of this position according to the following descriptions:

<u>Rating</u>	<u>Description</u>
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Not Required (N): Not required of this position.

Present (P): Requirement **is** present but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Physical Requirements	Rating			
	N	P	O	F
Sitting		P		
Walking		P		
Standing		P		
Running	N			
Jumping	N			
Bending or twisting	N			
Squatting or kneeling	N			
Crawling	N			
Reaching above shoulder level		P		
Reaching below shoulder level		P		
Ascending or descending using a ladder or other conveyance	N			
Climbing stairs	N			
Driving cars, light duty trucks		P		
Driving heavy duty vehicles	N			

Using floor-mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			
Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds	N			
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds	N			
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance – when driving		P		
Seeing objects peripherally – when driving		P		
Using depth perception – when driving		P		
Seeing close work (e.g., typed print)				F
Distinguishing colors	N			
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
Distinguishing tastes	N			

Work Environment	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			

Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes	N			
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters	N			
Exposure to high noise levels	N			
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			

Other Work Demands	Rating			
	N	P	O	F

Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

- Knowledge of accounting and financial processes (budgeting, financial disclosure, reporting, etc).
- Understanding of data analysis and forecasting.

- Scheduling experience. Knowledge of Project Controls, Cost Engineering, Planning & Scheduling, Forecasting (Work in Progress/Earned Value).
- Demonstrated ability to work as a team member and promote the adoption of established planning/control practices.
- Strong interpersonal and organizational skills.
- Good communicator and able to work well with project managers and team members to identify problems or issues.'
- Willing and able to travel to project sites.
- Position is open to a hybrid schedule after six months of performance in the role.

Describe the Level of Authority and Independence the Incumbent of the Position Exercises:

Desired Qualifications:

- Bachelors' Degree and/or equivalent experience.
- 5+ years of experience on major capital projects.
- Willingness to travel to Project site (Engineering Office, subcontractor and Fabrication/Construction sites)
- High technical competency in the field of Project Controls with expertise in Planning and scheduling (Work in Progress/Earned Value), progress measurement, CPM scheduling, Critical Change Management, as well as expert use of Project Controls systems.

Preferred Qualifications:

- Arctic project/construction experience.
- 10+ years of direct, in-depth project planning experience.
- Federal contracting experience.

Distinguishing Characteristics:

N/A

Supervision:

(List PCNs and titles of positions this position supervises)