

**Doyon Utilities, LLC
Job Description**

JOB TITLE	Project Controls Specialist	LOCATION	HDQ Operations
REPORTS TO	Director of Project Development	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F 8am-5pm
WAGE RANGE	DOE	FLSA STATUS	Non-exempt
BARGAINING GROUP	N/A	DATE	1/17/17

POSITION OBJECTIVES: The Project Controls Specialist is responsible for the tracking, gathering and submittal of project documentation to various parties and the establishment and maintenance of project documentation files. In addition, the Project Controls Specialist is also responsible for creating, updating and communicating budgets for all capital work.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Capital Project Delivery & Controls

1. Develop, track and report project financial status, variances, trending and analysis of expenditures.
2. Work with Project Managers to review project costs and forecast likely future project costs.
3. Responsible for tracking, gathering and submitting project documentation to the government. This includes but is not limited to project closeout packages. Creation and maintenance of positive working relationships with government personnel is required.
4. Responsibility to ensure all information and documentation submitted to the government is accurate, professional and complete.
5. Develop and implement project controls standards and procedures and motor compliance.
6. Communicate areas of concern to Project Managers, the Director of Project Management and other management personnel.
7. Responsible for the maintenance of an on-line project tracking and reporting tool.
8. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Visualizes, articulates and solves a variety of problems and concepts and makes appropriate decisions based on available information and with limited supervisory input.
2. Excellent analytical, oral and written communication skills.
3. Ability to exercise independent decision making skills by gathering relevant information, identifying internal and external needs and selecting best options.
4. Listen, write and speak effectively. Positively relates and interacts with co-workers and others.
5. Ability to multi-task in a fast paced environment.
6. Strong analytical skills and logical thought processes.

CONDITIONS OF EMPLOYMENT:

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.

2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver's license issued by the State of Alaska.

ENVIRONMENT: The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than 40 pounds. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

EDUCATION AND EXPERIENCE:

1. Bachelor's Degree preferred.
2. 3 years' experience in the construction or utility industry required.
3. Advanced use of Microsoft office Applications required.
4. Project Management Professional (PMP)[®] certification desired.

Employee Signature

Date