



Job description

Project Controls Lead (Saskatoon OR Esterhazy)

Position

Reporting to Project Manager, South East Construction LP, you will be responsible for coordinating, monitoring and leading all activities related to project costs, schedule and document controls.

Job Duties

- Analyze key financial figures and metrics to ensure projects maintain budgets
- Develop or modify and implement project control procedures based on project requirements
- Manage and monitor change, understand risks and report accordingly
- Build Rules of Credit alongside project teams
- Providing weekly burns to update schedule accurately
- Reviewing and approving vendor invoices
- Prepare monthly reports alongside project manager
- Analyzes cost structures, maintains, and improves cost accounting system
- Ability to effectively lead and mentor teammates
- Work with field teams to ensure project costs are allocated correctly to WBS accounts
- Knowledge in all construction disciplines an asset
- Liaise with internal and external stakeholder ranging from client managers through to field staff and subcontractors
- Maintain and liaise with clients, building professional relationships
- Attend and participate in meetings as required by the client or head office
- Performing ad-hoc project analysis and support.
- Schedule development, analyzing progress & changes for impact on project
- Manage documents from site to office, ensuring control of key reports
- This position will be Monday to Friday; however, the candidate must be willing to work overtime when required.
- Position location based out of **Saskatoon or Esterhazy**
- Depending on project requirements, site terms may be required.



Qualifications

- Minimum 10 years' experience in project controls
- Effective self-managing, good problem-solving skills, planning, organizing, and priority setting skills combined with a strong work ethic
- Ability to think critically and make independent decisions
- Strong written and verbal communication skills with the English language
- Excellent Microsoft suite abilities
- Familiarity with Sage an asset
- Ability to build and manage schedules in Primavera and Microsoft Projects an asset
- Must be open and flexible to change, take initiative and be a team player
- Computer literacy is a must have

Total Compensation

With this opportunity, a competitive Total Compensation Package, including fair and equitable wages and a comprehensive group benefit plan will be offered.

The start date is as soon as the successful candidate is available.

We thank all applicants for their interest; however only those candidates with cover letters and resumes who fit the needs of the company will be contacted.

Job Types: Full-time, Permanent

Last update: April 15, 2020



- Alongside the operator, participate and engage in the plant audits by the company, client or regulators
- Assist with taking minutes with actions in the plant operator meetings, audits as mentioned above and distributing
- Ensure that the requirements of the Occupational Health and Safety Act are followed.
- Participate in all site required safety inspections, safety meetings, and follow safety rules. You must take part in all site safety meetings, internal audits, performance reviews, as well as any and all site-specific training.
- Other duties as required to support requirements of maintenance contract on site.

Qualifications

The successful candidate will have:

- Valid Class 5 driver's license
- Grade 12 or General Equivalency Diploma Required.
- Two years of post-secondary education or having Successfully completed the SIAST Water and Wastewater Technician program (or equivalent is considered an asset).
- Relevant trades certification as recognized by the Operator Certification Board will also be considered as acceptable secondary education and will be considered an asset. Must complete and pass pre-employment medical exam and drug test will be required.
- Must be open and flexible to change, take initiative and be a team player
- Physical ability to perform work

Training

- Provide any current training certificate with submitted application
- You will be provided site specific training on working at heights, working in proximity to high voltage, ground disturbance, confined space and working with hazardous materials.

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Application Process

Please apply by sending a cover letter and resume to recruiting@secon.ca. Please include in your cover letter why you are interested in the job and which skills, experience, and/or education make you an excellent candidate for South East Construction L.P.

The start date is as soon as the successful candidate is available.

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Closing Date

Open until suitable candidate is hired.