



Employment Opportunity

Position: Senior Planner / Project Controls Specialist
Location: Work from home; some travel to field and/or client travel (up to 35%)
Status: Permanent / Full-time
Closing Date: Until filled

The Senior Planner / Project Controls Specialist will have overall responsibility for the administration of Program Level Project Controls and Initiatives. The Senior Planner / Project Controls Specialist will be responsible for fostering a proactive culture of communication, continuous improvement, and focus on growth and profitability.

Responsibilities

Reporting to the VP of Construction or designate, responsibilities include, but are not limited to:

- Responsible for the development, implementation, and management to produce valuable presentations to submit to leadership which will include financial reports, cash flow, forecast data, and schedule variances for multiple large projects.
- Analyzes and evaluates schedule management involving the critical path method scheduling techniques, estimating, project cost management, forecasting and document control.
- Manage development of multi-project level schedules. Review, coach and mentor the project schedulers through training, hands-on workshops, and job aids to deliver the highest level of service and best practices.
- Responsible for delivering and overseeing corporate initiatives to achieve all project controls requirements.
- Create project cost estimates and proposals based on project complexity, scope and life cycle stage. Support the Construction Management Team in the development of project specific cost and schedule activities for inclusion into the Project/JV Team Proposals. Adhere to approved PO budgets, while establishing cost control methods such as forecasting ETC, EAC and creating early indicators of cost overruns to allow corrective action.
- Responsible for overseeing the development of the Annual Capital Expenditure Forecast and Annual Budgets.
- Provide timely Schedule Performance Index (SPI) reports in conjunction with project input to measure progress achieved compared to progress planned. Provide timely Cost Performance Index (CPI) reports in conjunction with project input to measure the earned value compared to actual cost
- Review and report performance using variance analysis, trend analysis, and earned value performance to evaluate the cost and schedule performance over time
- Participate in the project meetings to provide updates on cost, scheduling and project controls related activities to ensure proper services and expectations are being met and delivered.
- Customize project control systems to meet specific program requirements. Develop and document process improvements or changes in project controls methods. I.E Update or create manuals, Job Aids, etc.
- Train, orient, and onboard new staff with the company culture, client culture, work policies, procedures and expectations and project standards and processes.
- All other duties as assigned.

Qualifications and experience

- Bachelor's degree in Engineering, Construction Management or related field. Applicable experience may be substituted for the degree requirement.
- Must have field experience in order to facilitate and produce detailed construction schedules and interface those construction schedules with engineering and procurement activities.
- A minimum of 5 years of direct project controls and consulting experience.
- Prior experience with critical path scheduling, project cost management, estimating, and document control required.
- Ability to work independently, think creatively and analytically, and make quick and sound decisions.
- Ability to influence and lead thoughtfully and positively.
- Effective time management to balance project work and ad-hoc requests from the client and internal stakeholders in addition to day-to-day duties.
- Excellent planning and analytical skills.

SAFETY FIRST, SAFETY ALWAYS

- Must demonstrate excellent oral and written communication skills; strong interpersonal skills; and the ability to clearly and effectively present complex information to all levels of employees, management, and clients.
- Expert knowledge of project management methodologies and tools including the use of Microsoft Office, Oracle Primavera P6, and Earned Value Management system.

Conditions of Employment

- Some field and/or client travel (up to 35%).
- Pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required.
- Willingness to sign a confidentiality clause.
- Valid Class 5 driver's license required.
- Valid Occupational First Aid Certification (OFA) and WHMIS Certification preferred.
- Absent an approved exemption, due to federal, state, local, provincial and/or client-requirements; this position may require an individual to be fully vaccinated by a Health Canada-approved or authorized COVID-19 vaccine.

Please apply to:

Human Resources, Tahltan Nation Development Corporation
PO Box 250 | IR #9 Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltans and Tahltan Associates are encouraged to apply.