TITLE: Manager, Cost Controls

EMPLOYMENT TYPE: Exempt (Full-Time)

DIVISION: Rail (Operations)

APPLICATION DEADLINE: Friday, March 25, 2022

PAY RANGE: $2,342 – $3,513 per week ($121,792 - $182,688 estimated annual)

WORK LOCATION: San Carlos, California

JOB SUMMARY: The Manager, Cost Controls reports to the Deputy Director, Project Controls and is responsible for developing and monitoring compliance of Project Financial Controls’ processes, standards, and practices for the Peninsula Corridor Joint Powers Board (PCJPB or Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Forecast expenditure, plan budgets, classify costs by type, track labor-hours allocated to a project, verify invoices, and manage change events that impact the budget.
- Support project teams in developing project budgets and their allocation, performing cost control, estimating cash flows, and obtaining and managing funding.
- Critically assess cost reports, detect issues, and effectively communicate the project’s cost performance, issues/concerns, and recovery plans to the project team.
- Monitor and advise project teams in the compliance of Financial Project Management processes, standards, and practices.
- Develop or update process documentation including procedures, instructions, and training material.
- Support the implementation of upgrades or new software tools in support of Project Financial processes.
- Develop and implement Key Performance Indicators (KPIs) for monitoring budget, funding, and cost performance.
- Develop or support the development of project progress reports for different audiences including project teams, upper management, and the PCJPB’s Board of Directors.
- Assist Project Managers with the development of capital project work plans and change order budgets and funding plans.
- Supervise staff. Hire, mentor, train, coach, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Responsible for the financial aspects of Project Management such as project funding, cost control and budgeting.
- Responsible for developing and implementing the project financial controls procedures, policies and practices for funding, cost control and budgeting.
- Responsible for controlling projects and programs costs which includes planning, developing, controlling, and forecasting budgets.
- Responsible for managing the allocation of project budgets and the establishment of cost baselines.
- Develop and track key project performance indicators to monitor cost performance, budget utilization, risk and contingency management, and estimates.
- Analyze project Earned Value performance data and assist in the development of project recovery plans.
- Monitor, track, and report the financial progress of all active capital projects on a weekly, monthly, and quarterly basis.
- Responsible for implementing quality assurance and control measures to ensure deliverables are of the highest quality possible.
• Evaluate job performance of staff, which also includes professional development through the identification of on-the-job and other development opportunities.
• Perform all duties and responsibilities in a safe manner to protect yourself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
• Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Deputy Director, Project Controls, who provides policy guidance, establishes goals and objectives, monitors and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

• BS degree in a finance, engineering, construction management or equivalent field.
• Five (5) years project control experience in engineering and/or construction management.

PREFERRED QUALIFICATIONS:

• Two (2) years of managerial experience.
• Experience in Earned Value Management is desirable.
• Certified Cost Professional (CCP) certification is desirable
• Project Management Professional (PMP) certification is desirable.
• Experience in Primavera P6 is desirable.
• Effective oral and written communication skills.

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

EMPLOYEE BENEFITS:
For further benefit details please go to: https://www.smctd.com/SMCTD_Employment.html#benefits

Holidays: Seven (7) paid holidays, plus up to four (4) floating holidays per year
Time Off: Paid Time Off: 26 days per year
Cafeteria Plans: Medical, dental, vision care, group life insurance, and more
Transportation: Free bus transportation for employees and qualified dependents
Retirement: Social Security and California Public Employees Retirement Systems (CalPERS)
  o Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
  o New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:
• To apply, please visit the https://www.caltrain.com/about/Jobs.html. Complete an online employment application and if required the supplemental questionnaire by 11:59 pm Friday, March 25, 2022. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
• The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
• Caltrain celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.