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# Cost Controller/Scheduler

## Summary:

The Cost Controller/Scheduler responsibilities focus on the budgetary control system for projects, through the preparation of numerous cost reports, monitoring, analyzing and demonstrating commitment to budget and forecast. He/She also manages project schedules; at every stage from conception to completion while ensuring that overall project schedules adhere to identified project goals, objectives and standards.

The Cost Controller/Scheduler regularly interfaces with project managers, engineering leads, and project team members in order to maintain accurate, updated information on project cost/budgets.

A detail-oriented self-starter, he/she demonstrates strong teamwork, problem-solving, organizational and communication skills in order to work effectively with multiple departments as well as various internal and external customers.

## Responsibilities & Duties:

### I. Project Cost Controls:

- Build good working relationships with the project team to ensure timely, accurate flow of cost related information
- Prepare and analyze forecasts, cost trend reports and monitoring cost and commitment to budget and forecast
- Perform the necessary research and assemble all information regarding current cost performances
- Work closely with finance and accounting to ensure progress reporting processes, procedures and information will enhance the efficiency and accuracy of project billings
- Provide variance reporting and analysis to ensure any deviation from project plan is highlighted, analyzed and reported as directed
- Validate subcontracts and Adjustments to Contracts (ATCs) to the project budget and report and investigate any variances
- Working with Project Management and Procurement to analyze Purchase Order Requisitions (PORs) values against budget
- Administer and maintain change order management as per procedure (in Jonas)
- Monitoring man-hours and cost progress
- Ensuring that all reports and analyses are consistent, and deadlines are met
- Assist with project billings as required and under the direction of department manager
- Review accounts payable charges to the project ensuring that all project costs are valid and captured
- Maintain hard copy and electronic filing system

### II. Scheduling:

- Develop and propose detailed and fully loaded schedules used in planning/tracking work progress, budgets, equipment and manpower requirements on projects
- Prepare detailed construction schedules with the project managers, estimators, owners and sub-trades and suppliers
- At the start of a project, schedule project activities with budgets showing manpower, equipment, materials and subcontractors

- Ensure all aspects of the project cycle are shown in the schedule in conjunction with the project manager including changes to the contract from extra/additional work and delays
- Reports ongoing project progress to his/her immediate manager
- Maintain Project Look-Ahead and Master Schedules as needed throughout the project
- Liaise with TESC, clients and project supervisors throughout project
- Review and monitor project status and progress

III. **General:**

- Liaise with multiple departments, including but not limited to, Accounting, Payroll, Business Development, Safety, Quality and Procurement in order to provide and receive required information
- Liaise with TESC employees in providing training to students, new employees, and colleagues.

**Job Specifications:**

- University degree or College diploma in construction related program
- Min. 5 years of experience in cost controls within construction industry
- Min. 5 years of experience in construction scheduling using MS Project
- Min. 2 years of experience in construction scheduling using Primavera (P6)
- Must have strong Microsoft Excel skills
- Diverse knowledge of construction including industrial, mining, civil, mechanical and electrical
- Experience in construction management and estimating would be an asset
- Ability to work well under pressure and meet project deadlines
- Financial acumen/ability to comprehend budget structures
- Must work well independently and unsupervised
- Must have excellent communication skills
- Ability to read and understand construction drawings
- Strong organizational, leadership, communication, and analytical skills
- Excellent time management skills
- Ability to travel to project locations as required