
Role Specification

Job title: Project Controls Specialist

Department: Engineering

Location: Houston, USA

Date: December 2022

The role within the Company

Velocys continues to build upon its project delivery capabilities and is now seeking a talented individual to join the engineering division in this newly created role of Project Controls Specialist, based at our project execution office in Houston, USA.

The role will provide significant support for Velocys projects and assignments and will involve the full management of the project control functions, associated to cost and scheduling of project related activities. Extensive collaboration with external engineering contractors as well as in house colleagues and divisions within the company will be required to ensure the accurate collation and compilation of data is applied to the project schedule(s). Such collaboration will require weekly attendance of project schedule meetings. Further duties will include the development and monitoring of the contractors change management system for all phases of the project(s) together with taking the necessary actions, as appropriate, to ensure all parties are aware of project changes.

Responsibilities

- Accumulate and compile accurate schedule data
- Preparation of the project budget
- Provide updates relating to the progress of the project(s)
- Collaboration with engineering contractor to develop cost control, scheduling procedures, execution, and business plan(s) for project(s)
- Develop and implement basic change management system and protocols, with input from the engineering contractor
- Oversee the contractors change management system
- Attend weekly project schedule meetings
- Develop and maintain management, project, and control level schedules
- Work to applicable local, state/province and federal/national statutes and guidelines
- Effectively manage competing demands

Organisational interactions

- Immediate supervisor title: Vice President, Engineering
- Next level supervisor title: Senior Vice President, Business Development and Project Delivery
- Collaboration with other individuals and groups: Velocys Process Engineering Group and Cataysis Technology Group. Third Party Vendors and Suppliers.

Education and experience

- Proven and extensive practical experience in the use of automated cost/schedule management systems



- Demonstrable practical experience gained in an engineering related commercial environment
- Previous leadership experience gained in a project management setting
- Excellent report writing skills, to include technical and commercial content
- Analytical approach to problem solving and identifying potential solutions
- Knowledge of applicable local, state/province and federal/national statutes and regulations
- Strong attention to detail with the ability to multi-task and deliver to deadlines
- Demonstrable interpersonal and communication skills with the ability to liaise on all levels.
- Intermedidate knowledge of MS Office to include O365, Word, Excel and PowerPoint

Contact

Please send your CV and any additional information to support your application to:

careers@velocys.com.

