

PMO Project Controls Specialist
New Jersey Natural Gas/New Jersey Resources
Wall, NJ

Energize your future and join our team as we pursue a reliable, sustainable, cleaner energy future. At our Fortune 1000 diversified energy company, you'll find a friendly, community-minded environment, with flexible work schedules, opportunities for growth and development, and competitive pay and benefits.

New Jersey Natural Gas (NJNG), a subsidiary of New Jersey Resources is seeking a PMO Project Controls Specialist (PCS) to work with the project managers and engineers to develop, monitor, maintain, and update project schedules to ensure our portfolio of projects finish on time and on budget. The PCS will manage multiple project schedules, perform quantitative risk assessment, cost management, support the development and maintain Power BI reports and work independently. The PCS will gather and analyze project data to keep costs and schedules on track.

This position will provide project planning, scheduling, cost tracking, and project financial support for these projects. Primary duties will be preparing and maintaining summary-level and detailed project schedules, tracking cost, establish baseline scope, working with Project Managers to prepare estimate to complete, progress/schedule updates as required for each project and other project controls related activities. Schedules will be prepared and managed in Microsoft Project utilizing the NJNG PMO templates. Other duties may include ensuring all project scheduling activities align with the Work Breakdown Structure and Cost Breakdown Structure, contractual requirements and assisting in the preparation and revision of project controls and project management procedures.

Major Responsibilities:

- Must work towards improving competencies using the above listed software tools and possess a strong knowledge of Microsoft Power BI DAX Language, software configurations, and maintenance needs.
- Lead and develop project scheduling and baselines with the Project Manager/Engineer and communicate changes and track progress. Establish sequencing, durations, and general logic for the development, design, and construction of a project.
- Develop program scheduling to evaluate and understand the full portfolio of projects being deployed.
- Track and analyze the schedule and alert team of any critical path changes and potential resolutions to the changes using the software and working with the Project Manager/Engineer.
- Prepare summary-level schedules for proposed projects to determine overall project duration, general conditions, identify long lead materials and required permits.
- Validates and ensures that schedule logic, float values, and critical path are sound and realistic and ensures lead project personnel understand critical path activities and near-critical activities.
- Utilizes information such as bids, project scope changes/change orders, invoices, internal and external labor / contractors, material, and equipment to perform monthly project forecasting.
- Provides detailed project and program management cost analysis reports to Project Managers, Engineering, and key stakeholders.
- Evaluates and reports the cost impact from scope changes and/or productivity changes and recommends corrective actions, as necessary.
- Analyzes project estimates and actuals to establish accurate historical project data for future use.

- Develop, maintain, and report on cost, scheduled, risk performance, and delay analysis throughout the project life cycle.
- Maintain project budget and forecast spending plans.
- Assists Project Managers with evaluations and refinement of project cost, cash flows and budgets throughout the project's life cycle by assessing and communicating status, variances, trends, and actuals.
- Accountable for ensuring schedule data is accurate to allow Project Controls to report milestones, planned value, % completed on projects and project delay commentaries.
- Create visual references / diagrams / graphics using schedule, cost, risk, and change order data to further describe the project plan, status, and upcoming scopes of work.
- Create variance reports, graphics, and narratives to highlight issues or conflicts. Analyze variances in schedule performance against the plan and communicate the reasons for the issuance of variance and proposed mitigation plans to Project Management.
- Prepares post construction as-built schedules and lessons learned reports.

Position Specifications:

Bachelor's degree in engineering, business, environmental, finance or mathematics required
Minimum 2 years of experience in an analyst/corporate finance role in the engineering sector is preferred

At least 2 years of experience in project management or project controls is preferred

Intermediate to advanced level user of Microsoft Power BI, Microsoft Project, Microsoft Excel, and SharePoint

Beginner to intermediate level knowledge with some experience performing data gathering in support of forensic schedule analysis

Beginner to intermediate level knowledge with some experience performing data gathering in support of forensic analysis

Intermediate competency in schedule and cost control

Experience building Work Breakdown Structures, Baseline Schedules and/or Cost Estimates on project in excess of \$1M from contract documents, drawings and specifications

*The above job description is reflective of the primary duties of this position and in no way limits the supervisor from assigning any other duties, responsibilities or initiatives as deemed necessary.

New Jersey Resources is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, gender identity and/or expression, national origin, disability, veteran, or other protected status.