



JUNIOR/ASSISTANT COST & SCHEDULE COORDINATOR

Definition

Under general supervision, the Junior/Assistant Cost & Schedule Coordinator performs various schedule development duties, including cost estimating and project controls, for a wide variety of transportation related capital projects.

Distinguishing Characteristics

Junior Cost & Schedule Coordinator

The Junior Cost & Schedule Coordinator is the beginning level within the class series. This class is distinguished from the higher level of Assistant Cost & Schedule Coordinator by its performance of more basic and routine tasks. The Junior Cost & Schedule Coordinator initially performs less complex assignments and works under close supervision. An incumbent in this class is expected to perform more complex and responsible work as experience is gained.

Assistant Cost & Schedule Coordinator

The Assistant Cost & Schedule Coordinator is the second level within the class series. This class differs from the class of Junior Cost & Schedule Coordinator in that the former class performs more complex assignments under general supervision. The Assistant Cost & Schedule Coordinator differs from the Cost & Schedule Coordinator in that the latter is the journey level class performing the full range of duties, and may direct the activities of support staff.

Typical Tasks

Duties performed may vary depending on the area of assignment and within the working level.

- Conducts project cost and schedule analyses and prepares project reports;
 - Assists in the preparation of capital project financial reports and complex cost reports, including cash flow and commitment projections for tracking of expenditures and comparisons of budgeted versus actual costs;
 - Reviews consultant and contractor cost reports to ensure consistency with VTA and/or project management policies and procedures;
 - Participates in the selection and negotiation of agreements with consultants;
 - Assists in schedule and cost analyses of change order impacts, contractor claims, contractor overhead rates, and procurement costs;
 - Reviews project invoices, progress payments, and final payments to consultants and contractors;
 - Assists in the preparation of project master schedules, detailed working schedules, schedule reports, schedule updates and workaround plans, and related schedule reports;
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- Assists in the development of policies and procedures for project scheduling, schedule updating, and schedule control;
- Assists in the development of policies and procedures for project cost control, cost updating, and budget monitoring;
- Prepares a variety of reports and correspondence;
- Performs other related work as required.

Junior Cost & Schedule Coordinator Employment Standards

Sufficient training, education, and public or private sector experience to demonstrate the required knowledge, skills, and abilities.

Development of the required knowledge, skills, and abilities is typically obtained through a combination of training and experience equivalent to graduation from an accredited college or university, preferably with major work in engineering, construction management, architecture, or a related field. Training or experience with Primavera Project Planner scheduling software is desirable.

Knowledge of:

- Principles and practices of project management and control as applied to engineering and construction projects;
- Principles and practices of construction methods and project scheduling methods;
- General principles of contract administration and construction management.

Ability to:

- Assist in the analyses of contractor schedule work sequences and project schedule problems, and assist in the development of effective solutions;
- Assist in the development, implementation, and monitoring of policies and procedures related to project scheduling and cost control;
- Learn to use Primavera project control software (e.g. Primavera Project Planner and/or Expedition) for project schedule and cost control activities;
- Use personal computer-based software to prepare spreadsheets, statistical analyses, graphs, CPM charts, and reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the course of work.



Assistant Cost & Schedule Coordinator

In addition to the qualifications of Junior Cost & Schedule Coordinator:

Employment Standards

Sufficient training, education, and public or private sector experience to demonstrate the required knowledge, skills, and abilities.

Development of the required knowledge, skills, and abilities is typically obtained through a combination of training and experience equivalent to graduation from an accredited college or university, preferably with major work in engineering, construction management, architecture, or a related field, and two years of construction project cost and scheduling work. Training or experience with Primavera Project Planner scheduling software is required.

Knowledge of:

- Principles and practices of project management and control including the “earned value” method of integrated schedule and cost control, as applied to engineering and construction projects;
- Principles and practices of construction methods, rates of work and production, and CPM scheduling methods.

Ability to:

- Analyze contractor schedule work sequences and project schedule problems, and develop effective solutions;
- Utilize Primavera project control software (e.g. Primavera Project Planner and/or Expedition) for project schedule and cost control as well as contract administration purposes;
- Communicate effectively, both orally and in writing, on technical, financial, and management information.