



## PROJECT COST ENGINEER JOB DESCRIPTION

### **Job Summary:**

The Project Cost Engineer is responsible for the development and management of project costs/expenditure and reporting.

### **Experience:**

- BA/BS in Construction Management, Quantity Surveying, or related Engineering Field or equivalent industry experience.
- Six (6) to ten (10) years of project cost and schedule management experience.
- Experience managing Project Controls team.
- Thoroughly understand and utilize Information Technology in the performance of their work, including Adobe Acrobat, Microsoft Office Suite, Microsoft Project, and Power BI.

### **Responsibilities:**

- Creation of Work Breakdown Structures.
- Implementation and conform to project control procedures.
- Detailed cost reporting.
- Estimate development.
- Development and management of change order processes.
- Cost baseline management.
- Monthly cost updates.
- Forecast future cost requirements.
- Earned Value Reporting.
- Cost tracking and trend analysis.
- Invoice validation.
- Represent the company and SG project team in a positive manner in all project meetings.
- Represent SG at all times in such a manner as will enhance the reputation of the Company.