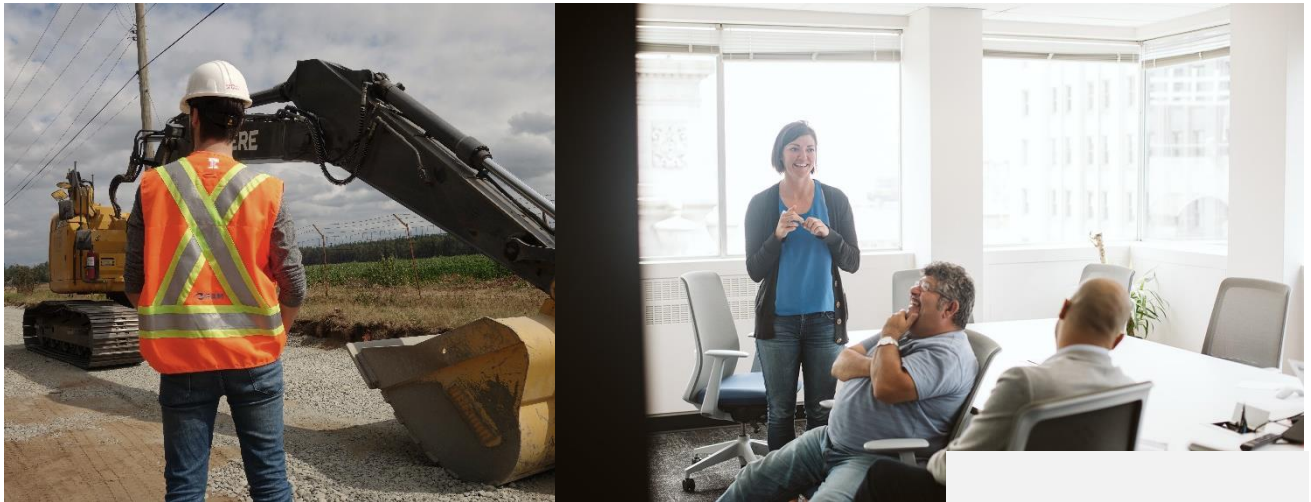


CAREER OPPORTUNITY

PROJECT CONTROLS MANAGER



RAM is a technical consultancy providing Project Management, Construction Management, Engineering and Advisory services across Canada. RAM is searching for a motivated and energetic Project Controls Manager for our Vancouver Airport Fuel Delivery Project. The successful candidate will be an individual that enjoys a challenging, professional and dynamic work place and contributing to the success of a hard-working team.

➔ More About This Project and Role

The Vancouver Fuels Facilities Corporation is building a new fuel delivery system for the Vancouver International Airport. The system includes a new Marine Terminal, Fuel Receiving Facility and a 13km underground pipeline. This project requires an enthusiastic Project Controls Manager to work with our team to ensure the venture is completed to schedule and budget. This role will be dynamic and multi-faceted, making this a great opportunity for someone ready to take the next step in their career. You will be joining one of Canada's fastest growing companies at our main office in downtown Vancouver.

Our Core Values are:

1. Safety
2. Innovation
3. Integrity
4. Sustainability
5. Fun

Responsibilities include the following:

- Maintenance and execution of the Project Controls Plan. This plan will be part of the Project Execution Plan.
- The compilation of Project cost estimates and budgets and for the monitoring and control of all Project costs.
- Set up and utilize the project's cost control Software (Oracle Prime Projects) and follow relevant RAM procedures in setting up a cost monitoring and control system for the Project.
- Enter the Project budget or control cost estimate into "Cost and Funds", the cost control module of Oracle Prime Projects.
- Enter adjustments to the budget estimate covered by approved and pending Project Change Notices into Oracle Prime Projects.
- Enter all expenditures into Oracle Prime Projects as they are incurred.
- Obtain forecasts-to-complete for each controlled budget item from the relevant sources and enter them into Oracle Prime Projects.
- Prepare cost reports showing budgeted costs, actual expenditures, forecasts-to-complete and budget variances, monthly.
- Record all commitments against the pre-defined cost item and its associated WBS number and assigned budget.
- Record all invoices from contractors, consultants and suppliers, by following VAFD document control procedures for Administrative Documents. All invoices should be cross-referenced to a commitment and the payment due date established.
- Perform a mathematical check of each invoice.
- Certify the invoice by confirming that all required supporting documents and certificates such as Material Received Reports, Engineering Progress Certificates and Inspection Reports accompany the invoice.
- Prepare the Payment Recommendations and obtain the necessary approval signatures thereon.
- Perform all necessary banking operations, such as opening accounts, establishing account operational procedures and preparing account reconciliations on a regular basis.
- Maintain up-to-date accounts for the Project.

- Work with VAFD Document Control to establish and maintain an orderly and secure filing system for the Project cost records, to maintain accounting audit ability at all times.
- Create and maintain the VAFD Master Baseline Schedule and put in place effective monitoring and control, whereby project completion is achieved on schedule. Including subnets for engineering and design activities, procurement activities and construction and commissioning activities
- Ensure all consultants, contractors and external parties are providing required look-ahead schedules.
- Monitor, maintain and update all Master Schedule during the life of the Project, utilizing progress data and forecasts from:
 - the engineering disciplines
 - the procurement team
 - the construction team
 - contractor's, consultant's and supplier's schedules
- Ensure any potential schedule delays are identified and brought to the attention of the Technical Services Manager.
- Prepare the scheduling and cost control related sections of the required progress reports.

➔ Ideal Candidate Requirements

- 5+ Years' Experience working as a Project Controls position for an Engineering or Construction Company.
- Proficient with creating and managing schedules in Primavera P6.
- Ability to provide monthly cost reports and financial tracking.
- Ability to prioritize, multi-task and meet deadlines.
- Pleasant, calm demeanor and customer-service oriented.
- Strong work ethic, ability to use tact and good professional judgement

➔ Why You Should Join RAM

- Tuition Reimbursement and Career Planning
- 100% Health Coverage including MSP and Extended Health Benefits
- RAM Intramural teams
- Office Social Hours
- Business Casual Environment
- Quarterly Office Events
- Office Potlucks

- Community Involvement Days
- Quarterly Goal Setting
- Annual Performance and Salary Reviews

RAM is Canada's fastest growing professional services firm and is ranked **No. 41** on the 30th annual Growth 500 as per *Canadian Business and Maclean's* definitive ranking of Canada's Fastest-Growing Companies.



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GEOLOGISTS
BRITISH COLUMBIA
ACCREDITED EMPLOYER
MEMBER-IN-TRAINING PROGRAM