



JOB ANNOUNCEMENT

POSITION: Project Systems Specialist
DIVISION: Engineering & Construction
SALARY: \$42,000 - \$45,614 Annually
FLSA: Non-Exempt

POSTED: May 15, 2018
APPLICATION DEADLINE: Until Filled

SUMMARY:

The Project Systems Specialist is responsible for assisting with maintaining the Engineering project management system (e-Builder), process implementation, project reporting & support of the Engineering and Construction Department to meet the business needs of the Authority. This individual, under the supervision of the Project Systems Coordinator will work closely with our internal staff and external vendors to deliver, maintain, and troubleshoot system functionality through user feedback and knowledge of project management systems and practices.

DUTIES:

- Support in maintaining projects handled by the project manager through the e-Builder system structure including scope, budget, and schedule.
- Liaison between e-Builder, Finance, and Procurement.
- Responsible for project setup which includes entry of project budgets and commitments.
- Assists Project Systems Coordinator in identifying, defining and developing solutions to issues that arise in existing processes.
- Works with project managers to ensure their projects are updated in e-Builder and are accurate throughout the project life cycle.
- Attends monthly project meetings with all system users to ensure adequate functionality and problem resolution.
- Follow (or adhere to) policies and procedures to ensure the company has proper controls embedded in each process. Monitor internal controls related to all phases of project life cycles.
- Distributes updates and notices relevant to the Project Management System.
- Assists Coordinator with related user maintenance activities, such as setup, role assignment, and license utilization.
- Performs other related duties as assigned.

KNOWLEDGE/ABILITIES:

The successful applicant shall exhibit and/or demonstrate adequate knowledge of project management software (preferably e-Builder) or other related project management product(s) and must exhibit effective written and verbal communication skills. Confident and skilled in working independently and proficient in functioning in a team environment is desired.

GENERAL REQUIREMENTS:

Applicant must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

The applicant should have a minimum of a two-year degree in Business, Finance, Engineering or a related field and must show two or more years of professional and project systems/construction management software experience; proficiency in Microsoft Office Suite of products, in particular Excel.

PHYSICAL DEMANDS:

The physical demands described here are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATIONS:

Available in the Human Resources Department, 1200 Penn Avenue, Pittsburgh, PA 15222 or online at www.pgh2o.com. Please send the application, resume and cover letter to hr@pgh2o.com.

You may be considered for other available positions based on qualifications provided on your employment application.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.