

Project Controls - Full-Time Job

Summary of Position:

Seeking an entry-level December 2021/May 2022 graduate for a full-time Project Controls job in Lakewood, Colorado. Candidate will prepare project schedules, track projects, and create reports. This is a professional position for a Project Controls Specialist working for an engineering consulting firm in the oil and gas, mining, and heavy industrial industries. Under the guidance of the Project Controls Supervisor, the candidate will be responsible for completing Project Controls tasks while working in a fast-paced, schedule-driven atmosphere. The candidate will work directly with the Project Managers to support projects, control project documentation and report on schedule, project status and budget. The candidate filling this position will be expected to be able to work and communicate within multiple teams. The candidate must be self-sufficient, yet be able to take direction when given, as well as eager to learn and driven to succeed.

Responsibilities:

- Assist with preparing detailed project schedules
- Assist Project Managers in developing Work Breakdown Structures (WBS)
- Track and distribute project documents
- Create and maintain project discipline lead reports
- Prepare project status reports and report on Company KPIs
- Perform QAQC on technical deliverables to ensure quality standards are met
- Record and distribute meeting minutes
- Regularly interface with Project Management, Accounting and other departments
- Full-time regular work hours between Monday-Friday.
- Position may require occasional overtime including weekend work depending on task.
- Must be dependable and punctual.
- Ability to travel up to an average of 10%

Qualifications:

- Junior or Senior working towards their Bachelor's Degree in Construction Management or other applicable degree.
- Knowledge of the principles of project controls, cost estimating, progress measurement, scheduling and contract administration.
- General knowledge of software applications such as spreadsheets, word processing, databases, etc.
- Must have proven abilities and skills in the following: communication (verbal and written), planning, organization and delegation.

Please Note

All employees must pass drug and alcohol testing to be accepted for employment. Once hired, employees may be subject to random testing.

Instructions To Apply

1. Application instructions/Options –
 - a. Apply directly through CSU
 - b. Send resume to lawsonb@zapecs.com
 - c. Mail resume to 755 Parfet Street Suite 200, Lakewood CO, 80215
 - d. Call [720-529-4430](tel:720-529-4430)
 - e. Visit www.zapecs.com
2. Brief company history and/or general information of the firm - including name of company.
 - a. ZAP is a full-service engineering, design, and construction management firm servicing the oil & gas, heavy industrial, mining, and manufacturing sectors. From our Lakewood, Colorado office, we execute projects across North America spanning from California to Florida and Canada down to Mexico. Our projects range in size from simple engineering studies or maintenance repairs to full-scale design of large facilities. ZAP operates at a fast-pace while providing a team-centric approach to our work.
 - b. We have four core values at ZAP: Mutual Respect, Accountability, Quality, and Execution. These core values define us as a company and are used daily to guide us through our operations. Combining these values with our teamwork approach and our highly knowledgeable staff, we continually strive to set the standard for engineering and design work across the country. ZAP provides Excellence in Execution
3. Job Location
 - a. This is an in-office position. Presence in office is required.