

## Lead Project Controller – Houston Based

I have a new vacancy for a Lead Project Controller for a large, crude oil pipeline project in Africa (the position is based in Houston). I'm looking for someone with 10+ years of O&G experience, specifically working on large, crude pipeline projects. Experience working for an operator is preferred. The client also seems to have a strong preference for candidates with an actual engineering degree (ideally looking for Masters). I am also under the impression that they will prefer candidates who have worked for an operator. The client is offering a day rate of \$500-550. If you are someone you know may be interested in this position, please let me know!

Regards,

Mary Prejean

Recruitment Consultant

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### **Published Description:**

Airswift, working with our operator client, is seeking a Lead Project Controller to work within their facilities in Houston, TX. Qualified candidates will have experience with large crude pipeline projects.

Airswift is an international workforce solutions provider within the energy, process and infrastructure industries. Airswift serves as a strategic partner to our clients, offering a turnkey workforce solution to capture and deliver the top talent needed to complete successful projects by aligning with the unique needs of our clients. With over 800 employees and 6,000 contractors operating in over 50 countries, our geographical reach and pool of talent available is unmatched in the industry and the level of experience, exposure and expertise that the organization has is unparalleled.

### **Summary**

- Primary interface between Engineering Contractor Project Control Department and Pipeline Project Team.
- Support to Project Technical Manager on all contractual, planning, scheduling, reporting, cost control, budget, IT and organizational related topics.
- Coordination and consolidation of all reporting between Engineering Project Office and Project Group Main Offices

### **Responsibilities**

- To provide support in the organization of the Project using the applicable Policies,

Standards, Procedures, Guidelines and best work practices.

- To control the preparation and review of the Project budget and of its successive revisions and to oversee the constant monitoring of Project costs to record current status and advise Project Manager of any potential problems.
- To co-ordinate the planning and progress control activities associated with the establishment and management of the overall project schedule and individual contract work time schedules.
- To monitor and control Project contract activities comprising all post award contract administration through to contract close-out.
- To ensure that all Contractor contractual issues are dealt with at the earliest opportunity in accordance with applicable procedures.
- To control internal and external reporting of the project to ensure appropriate content and quality of information and to liaise, as required with other Divisions.
- To implement and manage a Project Data Management System for controlling all Project documentation and correspondence.
- To provide the necessary human resources functions and co-ordinate the activities of the Project Services Team by informing, supporting and directing personnel in their Project roles, responsibilities and objectives.
- To liaise with all parties involved in the Project to ensure effective flow of information.
- To provide support to the Pipeline Project Technical Manager in the management of the Pipeline Engineering Contract including the Early Works, if any, and in particular:
  - Review and analyse Contractors Scheduling and planning documents (procedures, reports,...)
  - Monitor progress and control Pipeline Project engineering activities, verification of Milestones
  - Verify and check the Critical Path
  - Prepare Weekly and Monthly Reports
  - Ensure a continuous and timely flow of information to the Planning and Reporting Coordinator
  - Maintain the Management Planning, and to identify the key issues and potential problems, analyse and propose / anticipate corrective actions as required
  - Ensure timely submission and adjustment by Contractors / Suppliers of Guarantees and Certificates as per the Contracts.
  - Ensure that the Engineering Contractor invoices, are timely submitted and paid
  - Ensure that the VOR are timely analysed and Variation Orders prepared and circulated
- To control that the Engineering Contractor is performing all activities in accordance with the Contract requirements and that Company approval, when required, is timely asked for and obtained.
- To participate to monthly meetings and prepare the corresponding minutes of meetings.
- To collect data related to the Pipeline activities and prepare the internal Project reporting
- To ensure that all worksites consolidations and reporting towards Project management are prepared in due time.
- To ensure that the Progress calculation and reporting system used by the Contractors / Suppliers conform to the Contract.
- To analyse and comment the reports, progress figures given by Contractors and request clarifications if required.
- To co-ordinate the pipeline cost control consolidation between Houston and other offices.
- To follow-up the cost control report and commitments register.
- To prepare the monthly presentation of Pipeline Project expenditure incurred and cash forecast.
- To monitor internal supervision and expert assistance costs.
- To perform cost and schedule risk analysis if and when required..
- To participate to meetings as required
- To carry out any other duties or tasks that may be required by the position.

## **Accountabilities**

- Project Development Schedule (from start of FEED to readiness for FID incl. of Design Dossier and completion of CFTs) .
- Compliance with Rules and Procedures.
- To ensure that all Project Cost are forecast and monitored.
- To ensure that all Project activities are Planned and monitored.
- To ensure all Contractual issues are recorded and resolved in accordance with applicable procedures.
- To ensure timely accurate and consistent reporting.

## **Requirements**

- Current US work authorization - no sponsorship will be provided
- MSc - Engineering
- 10+ years of O&G Project Controls experience, specifically in large, crude pipeline projects
  - Experience working for an operator preferred
- Experience in Personnel management.
- Knowledge of Project Planning practices and software.
- Previous experience within a large multi-national and multicultural Project .
- Experienced Project Controls / administration on Major Projects with an understanding of electronic data management systems

\*\*\*please note that only qualified candidates will be contacted