

EMPLOYMENT OPPORTUNITY

POSITION: Projects Controls Specialist
DEPARTMENT: Planning, Engineering & Construction
SALARY \$20.34 to \$25.00 per hour based on qualifications
Level 20

MINIMUM REQUIREMENTS:

Bachelor degree and three (3) years experience related to project administration and invoicing, or an equivalent combination of related education, training and experience. Experience with a consulting firm, construction firm, law firm or public agency, in a role ensuring compliance is preferred. Experience with sunshine meetings is preferred. Construction Management at Risk (CM@R)/Guaranteed Maximum Price (GMP) experience preferred. Proficient in the use of computers, including relational database software, word processing and spreadsheets, scanning software, graphics software, scheduling software, and communication devices required. Advanced knowledge of Microsoft Office Products required, knowledge in MS Access, Adobe Acrobat, MS Project, and cloud-based storage preferred. Must have excellent organizational skills, interpersonal skills, demonstrate a high degree of accuracy and attention to detail. Must be able to work independently and multi-task while meeting critical deadlines. Understanding of construction specifications, contract terms, and basic accounting principles. CSI-Certified Construction Administrator (CCCA) certification preferred. Valid Florida driver's license required,

Processes pay applications and invoices, ensuring compliance with contract documents, Authority policy, Florida State Statutes Prompt Payment Act, and federal and state grant requirements. Create requisitions within Oracle Financial System, and prepare year-end accruals for assigned accounts. Process various engineering/construction documents such as start-up packages, request for proposal, invitations to bid, bids, change orders, and closeout documents. Manage the construction and engineering Box.com site. Works closely with consultants, contractors, external agencies and Aviation Authority staff. Has a role in a variety of public and project-related meetings. Perform project administrative functions as required. Perform other duties as assigned.

DATE POSTED: Thursday, March 24, 2016

DEADLINE FOR FILING: Friday, April 15, 2016



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EQUAL OPPORTUNITY EMPLOYER