

Project Controls Analyst

The Project Controls candidate will support the H₂O Midstream Capital Project portfolio planning, analysis, and reporting functions. This position will collaborate with the financial, engineering, project management, and operations teams to track capital project expenditures, monitor and forecast capital expenditures, analyze variances, monitor and improve performance, and assist in evaluating risk.

This position requires a seasoned and experienced individual with an adequate understanding of the job function. Work is performed independently and under limited supervision. Provides solutions to a variety of technical problems of moderate scope and complexity. Frequently applies technical standards, principles, theories, concepts and techniques. Determines approach to work and is supervised based on milestones and at key deliverable junctures. Work is periodically reviewed for overall accuracy and soundness of judgment.

Essential Duties & Responsibilities:

- Compile data from disparate systems to monitor and report on various aspects of project planning, execution and closing
- Facilitate and support the preparation and roll-up of project budgets and forecasts; provide reports by level for various groups
- Thoroughly research and identify areas for analysis; produce summary analysis and present to department or executive leadership
- Provide billing support for all invoices to justify the capital expenditure
- Oversee and work with the project team to develop budgets for future AFEs
- Serve as a change agent for the overall project controls process
- Assist project management and engineering on estimating for capital projects
- Understand contracts, terms and conditions, impact on risk and cash flow
- Serve as a source of expertise on reporting systems and data to facilitate ease of understanding of capital spending for the project managers
- Analyze performance metrics and assure metrics are visible and well understood
- Collaborate with project management and engineering, and recommend specific actions in response to analysis; follow-up on recommended action plans
- Perform statistical or operational analyses on assigned projects to identify trends, variances and data gaps
- Ensure all reporting requirements are met (weekly, monthly, quarterly, annually)
- Act in a self-directed manner to identify issues and make recommendations to various leadership
- Perform research on raw equipment or capital items needed to execute capital projects
- Apply best practices and knowledge of internal/external businesses issues to improve processes or services
- Audit program/process and department data and reports
- Produce and maintain data specific to project/program/process and/or department
- Produce procedures to document data sources, analysis methods and protocols
- Follow-up on recommended action plans
- Provide input to system and/or process design and configuration
- Partner with internal and external network of contacts

Minimum Education & Experience:

- Bachelor's degree
- Capital project support in Oil & Gas/Infrastructure required (Midstream experience preferred)
- Five (5) years of directly related experience supporting or leading cost/project controls for construction-related capital projects
- Formal training or a degree related to project management, construction management or project controls preferred



Knowledge, Skills, Abilities:

- Demonstrate commitment to compliance with applicable laws and regulations, company's ethics code of conduct, and other company policies and procedures
- Respect and follow safety policies and regulations; scan the environment for objects or people who may pose a safety risk; encourage others to utilize safe and healthy work practices
- Ability to distill data into concise and easily understood concepts and recommendations
- Ability to distill data and analysis into high-level reports and summaries
- Analytical skills and experience; ability to solve a range of straightforward problems; analyzes possible solutions using standard procedures
- Knowledge and expertise with analytical tools
- Data management skills; ability to audit, format, model and analyze large data sets
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions
- Strong oral and written communication skills with the ability to communicate at all levels of the organization
- Ability to effectively handle pressures and demands of deadlines and competing priorities
- Ability to handle confidential information and material with the highest degree of professional responsibility
- Strong skills in Microsoft Office applications: Word, Excel, PowerPoint and SharePoint
- Knowledge of QuickBooks preferred
- Ability to develop network of contacts and partners
- Strong collaboration skills in order to partner effectively across various groups and levels of the organization
- Knowledge of the organization, processes and customers
- Ability to discern data inaccuracies through technical experience and knowledge
- Strong skills in writing procedures and instructions

Percent of Travel: Up to 25%

Location: Houston, TX

Reports to: VP, Finance & Controller

H₂O Midstream is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, marital status, disability, veteran status, genetic information or any other basis protected under applicable discrimination law.

