

Tamayo Engineering, LLC
Employment Opportunity

Position Title Programs Control Manager

Position Type **Full-Time**

Office Location Miami, Miami-Dade County, FL

Job Summary Programs Control Manager

The individual will be responsible for:

- Coordination of development, review and approval process of the Miami-Dade Expressway Authority (MDX) Work Program
- Oversight and reporting of changes in scope, schedule and cost
- Oversight of tracking, processing, auditing and reporting of GEC B accounts payable for the MDX Work Program
- Preparation of year-end documentation
- Management of program controls staff and contract management
- Enforcement of program controls procedures (i.e. schedules, estimates)
- Oversight of tracking and reporting of work program Small Business (SB) and Local Business (LB) participation to MDX
- Preparation and maintenance of cash-flow projections
- Preparation of program information for presentation to the public and other audiences
- Quality assurance of audit packages relating to contracts, task authorizations, and work orders
- Preparation of information in response to auditors' request
- Coordination of alternative funding applications and reporting
- Establishment of project management best practices

Minimum Requirements

- Good Interpersonal Skills
- Skilled in the use of Data Base software
- Skilled in the use of Scheduling software (i.e. Primavera, etc.)
- Ability to work in a team environment
- Ability to multi-task
- Ability to communicate clearly
- Skilled in the use of Window base application, preferred Internet Explorer, Word, and Excel

About Us

Tamayo Engineering is a local small business firm servicing the South Florida area that strives for nothing less than perfection in its services, products and interaction with clients, consultant partners, project contractors and communities. We look forward to creating new professional relationships, enhancing our already established relationships and making the interactive experience one to remember. We seek motivated individuals that will help us achieve these goals. Tamayo Engineering is an Equal Opportunity Employer and provides benefits to full-time employees.

Contact Us

If you are interested in applying for the position, please contact and send a resume to:

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