

Tishman Speyer – Design & Construction Group

Job Description: Cost Engineer as Consultant

Location: Frankfurt

The Cost Engineer will be dedicated to the TaunusTurm project, a new 100.000 m2 office building under construction in Frankfurt CBD. The Cost Engineer will be part of the integrated Tishman Speyer project management team. The Cost Engineer reports to the Tishman Speyer Project Cost Manager and will work closely with Tishman Speyer Project Managers and senior Managers to manage the Anticipated Costs and the Change Management process for the project.

Responsibilities:

- **Anticipated Costs**
 - Manage Anticipated Cost and Contingency / Risk Assessment process and maintain associated logs.
 - Participate in internal and contractor Anticipated Cost Meetings.
 - Coordinate reporting of Anticipated Costs with Finance Accounting.
- **Change Management**
 - Participate in the Change Management effort for the project, including assessment of all Prime Contractor and Consultant Claims for determination of entitlement and potential cost/schedule impact.
 - Participate in internal and contractor Change Order review meetings.
 - Prepare, process, track and maintain Logs for all Owner generated Cost Instruments and document, process, track and maintain Logs for all General Contractor generated Cost Instruments.
- **Budget Management**
 - Ensure that project Current Budgets and the Estimated Total Cost at Completion are updated accurately and reported in a timely manner.
 - Identify source of funds for Change Orders and oversee budget transfer process to fund Change Orders.
 - Provide interface support to Finance Accounting for their input and maintenance of Project Budget, Commitment and Actual Cost data into the cost system.
- **Monthly Project Cost Reports**
 - Review and analyze all General Contractor and Consultant Cost information produced for the project including monthly cost reports.
 - Provide input to support the preparation of Project Progress and Projected Cash Flow Reports produced by Finance Accounting.
 - Review internal monthly cost reports for accuracy of Anticipated Cost/Change order data.

Experience/Skills:

- Bachelor's Degree with major course work in engineering, construction management and/or finance or a related field.
- Minimum of 2 - 5 years of relevant construction cost control experience.
- Broad understanding of commercial construction industry practices, construction cost knowledge and prime/subcontractor level of cost detail tracking.
- Proficient with the suite of Microsoft Office software and enterprise construction management software. Experience with Cost Control Databases a plus.
- Strong analytic skills and the ability to present information at a management level.
- Demonstrate timely decision making skills and ability to self-direct as required.
- Communicate appropriately and effectively both verbally and in writing.
- Demonstrate initiative by looking for value-add ideas, approaches, and recommendations, to enhance existing methods and procedures.
- Ability to work in a team based environment.
- Adapt easily to a dynamic and changing organization.
- Demonstrate a willingness to get involved and get the job done.
- Excellent people skills as well as the ability to interface with all levels of employees.
- Strong organizational skills and ability to carry a heavy workload.