

## **WORK DESCRIPTION:**

### **Scheduler**

Plans, Develops, and oversees scheduling activities for multiple small to medium construction projects with emphasis of Private sector and Federal projects. Prepares and issues master schedules, problem analysis reports, variance reports, cost loading, pre-op schedules, milestones and monthly updates. Utilizes input from Project Managers, Superintendents and CQC staff when compiling initial schedule. Provide technical guidance and assistance to other project control personnel.

### **MINIMUM QUALIFICATIONS:**

#### **Please apply if you meet these minimum requirements:**

- Minimum 5 years experience working in the construction industry including 3 years experience as a scheduler for a CM/GC. Must be able to develop, update, cost and resource load schedules for federal government and public works projects and have a thorough understanding of construction sequencing.
- BS Degree in Construction Management, Engineering or Architecture
- Proficient software knowledge in Suretrak and preferred knowledge in Primavera version P3, P6 and Microsoft Project.
- Knowledge of building process and methods, basic duration, and relationship types.
- Proficiently read and interpret blueprints.
- Basic understanding of all construction trades and subcontractors scopes of work
- Must have excellent written and verbal communication skills (English Language).
- Excellent customer service skill and initiative.
- Valid driver's license.
- Cooperation is imperative as the scheduler will report to multiple project managers.
- Able to travel to and physically navigate jobsite projects as required for schedule review and updates.
- Moderate physical activity performing lightly strenuous daily activities including stand, walk, reach, stoop, kneel, crouch, climb, talk, hear and occasionally lift and /or move up to 50 lbs.

Several samples of schedules prepared by the applicant will be required along with list of projects.

Salary commensurate with experience.