



JOB DESCRIPTION

POSITION TITLE: **Scheduler**

DEPARTMENT: **Operations**

LOCATION: Fallbrook, CA

REPORTS TO: V.P. Operations

STATUS: Salaried, Exempt

General Purpose:

Responsible for producing detailed schedules and related reports. Works directly with management to ensure an accurate flow of information as it relates to projects.

Essential Duties and Responsibilities:

- Creates and reviews Project Baseline schedule submissions and verifies that all work scope is identified properly and logically sequenced.
- Performs schedule Time Impact Analysis for any change orders that affect the construction schedule.
- Performs status updates for Master Schedule for all ongoing projects as needed (typically monthly).
- Develops planning level schedules and establishes protocols using Primavera P6 software.
- Reviews project progress and schedule updates to proactively anticipate schedule impacts and advises project team concerning the same.
- Participates in and advises on schedule-related contract negotiations.
- Manages all in-house generated schedules.
- Manages any outside consultant-generated schedules.
- Develops and manages company-wide schedules with project information to maximize company resource utilization.
- Analyzes risks associated with project schedules and advises project teams.
- Develops and updates summary level as well as detailed schedules.
- Identifies major milestones, critical approvals and long lead procurement items.
- Assists Project Managers and Superintendents with updating schedules.
- Creates SDEF files for USACE projects and assists with upload into the Government's RMS/QCS System.
- Creates simplified schedules for marketing and proposal purposes.
- Attends meetings with Executive Management to discuss overall project progress.

Supervisory Responsibilities:

None

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Bachelor's degree in construction, engineering, architecture, or related field



Experience:

- 5 -10 years of relevant, recent scheduling experience with DOD construction projects.
- Experience with Design/Build Construction is preferred.
- Experience using Primavera P6 scheduling software; excellent MS Office skills
- Self-managing and results-oriented
- Excellent written and verbal communication skills

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be required to lift up to 50lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, operate hand operated office equipment and requires accurate visual ability. Driving may be required – must have valid drivers license for three or more years with no more than one moving violation; proof of automobile liability insurance when driving personal vehicle.