

POSITION DESCRIPTION

JOB TITLE:	Scheduler	FLSA STATUS:	Exempt
DEPARTMENT:	Corporate	WORKER'S COMP CODE:	8601(1)
REPORTS TO:	V.P. Operations	EEO-1 JOB CODE:	11-9021
LOCATION:	Corporate – San Diego	APPROVAL DATE:	
		REVISION DATE:	9/22/2017

SUMMARY: Provides key data to management to update program and project status and impact on overall portfolio. Scheduling includes work at the estimate level, short interval and program and project master scheduling. Develop work breakdown structures, resource, cost and budget plans. Update master and sub-project plans and dependencies with new information as changes occur, e.g. timelines and delays. Duties of this position also may involve project cost control work, requiring the ability to work with and understand budgets, coding, man hour performance systems and reports, and other elements of overall project monitoring.

ESSENTIAL RESPONSIBILITIES: *The following are intended to be examples of the accountabilities for which the person in this position is responsible. This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions if such functions are a logical assignment for the position.*

PROGRAM RESPONSIBILITIES:

- Develops and maintains program schedules identifying relationships, logic, milestones, and constraints for various programs
- Monitors and actively participates on project and program issues and Earned Value analysis
- Performs needed QA/QC on program schedules to conform with program goals and various construction projects
- Performs status updates on Program Schedule/Master Schedule
- Proactively anticipates schedule impacts and advise Project Team concerning changes and issues on schedule impacts
- Consults with project team and recommend solutions to improve products and services
- Performs Program Level analysis and reporting
- Prepares and issues "Look Ahead" and Milestone Schedule from program schedules for executive summary reporting
- Creates and manages conceptual program and project schedules as needed
- Prepares ad-hoc reports as directed by management
- Communicates and coordinates between individual and departments to manage the program schedule and update process

PROJECT RESPONSIBILITIES:

- Prepares and keeps current master project schedule as well as sub project schedules for monitoring and tracking the requirements, and stays abreast of changes to the

requirements. Provides information as needed on the content, modification, or presentation of project schedule.

- Identifies and records the impact of work performed and not performed as scheduled. Evaluate actual construction progress and provide regular schedule updates.
- Interfaces with Operations, Owners, and Subcontractors to discuss impact of work and resolution of problems.
- Contributes to the development of working schedules for Estimating, prior to proposal date, which sufficiently illustrates the sequence of work activities and contract time.
- Creates, reviews and/or edits Construction Scheduling Specification (CSI Masterformat Section 01 32 16) requirements to be incorporated into the Contract Documents
- Reviews and approves the General Contractor's:
 - Preliminary Schedule (90-day),
 - Baseline, cost-loaded Project Schedule; and
 - Monthly Schedule Updates and Schedule Report
- Evaluates potential schedule delays and works with the Contractor to develop Recovery Schedules
- Reviews and comments on Delay Claims, Schedule Extensions and prepares Schedule Impact Analysis
- Works with the Contractor to develop and incorporate Commissioning Plan Schedule
- Prepares an Occupancy Plan with the Owner.
- Prepares and issues proposal and preliminary schedules
- Incorporates resource and/or cost loading data into schedules as required.
- Serves as technical advisor for the solution of difficult production problems.
- Consults the appropriate project team members and Gafcon's estimating procedures as a means of ensuring that proper planning is completed prior to the commencement of work.
- Assists Project Managers in creating short-term schedules, monitor such schedules to determine impact on master schedule, and help in formulating actions to correct scheduling problems.
- Identifies scheduling software training needs among employees and provides training when necessary; remain current on the advancements in scheduling software.
- Responsible for continuously expanding and updating professional knowledge and honing training skills to enhance individual and team innovation and productivity.

SECONDARY RESPONSIBILITIES:

- Depending on project size, the individual also may have the opportunity to be involved in various project engineer/coordinating activities.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: The person in this position has no supervisory responsibility.

QUALIFICATIONS:

- Education:
 - Bachelor's degree in Construction/Construction Management, or related field (Architecture, Engineering or Construction Management) is required; or
 - 2-year Associates degree in Construction/Construction Management or related field, PLUS 4-years' experience as a Construction Manager; or
 - 6-years' experience in design or construction (no degree)
 - An advanced degree is helpful.
- Relevant Experience:
 - A minimum of eight (8) years of experience in Program Scheduling, preferable in public works projects
- Sound knowledge of schedule systems, principles and practices required.
- Proficiency in Oracle Primavera P6 Enterprise Project Portfolio Management, Oracle Primavera Unifier, Microsoft Office Professional 2016/Microsoft 365, and Microsoft Project is preferred
- Experience in using SQL to retrieve data from various data sets is also preferred
- Must possess a working knowledge of architectural and engineering workloads
- Must be able to build and maintain accurate and up-to-date complex construction schedules working with multiple calendars
- Must have excellent verbal/written communication skills and effective interpersonal skills. Must be detail-oriented, organized and self-motivated
- Can efficiently and effectively handle multiple and shifting priorities while meeting deadlines
- Must have superior organizational and planning skills
- Consistently demonstrates a high attention to detail

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.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, squat, bend, climb, crawl, and jump short distances and talk and hear. The employee is regularly required to use hands to finger, handle, or feel. Must be able to use a computer keyboard, and mouse. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



While performing the duties of this job, the employee will be exposed to outdoor weather conditions, work on job sites, travel to and from these locations, work in a typical office environment, and is occasionally exposed to construction equipment. The noise level in the work environment is usually moderate.