



Position: Scheduler

Reports to: Scheduler Lead

Essential Functions:

This position reports to the Scheduler Lead. In it, the Scheduler will create and maintain construction schedules based on specific requirements from multiple departments, meet with owners or joint venture partners to develop schedules and assist to set up tasks and sub tasks to ensure satisfactory realization of project contract requirements as scheduled.

Duties:

- Ability to populate schedule with resource and cost information
- Update, maintain and revise monthly and weekly schedules and reports with the construction teams
- Compare, and report on comparisons of monthly schedules
- Perform any changes, Delays and/or accelerations to a specific construction section/WBS
- Identify warnings and risks to the project for the purpose of mitigating the impact of these risks
- Analyze monthly schedules and prepare reports for the purpose of dispute resolution issue
- Perform other duties as assigned
- Interact with project team and task managers to define scope of work to develop and update detailed schedules, cost information and identification of variances from original plan
- Evaluate project schedule progress and performance and identify developing problem areas
- Analyze critical path and constraints to determine effect of changes to schedule and recommend work-around

Required Knowledge, Skills and Abilities:

- Construction Management
- Project Controls, Engineering/Procurement/Construction/Systems Scheduling,
- Primavera P6, proficiency in Microsoft Office (Excel, PowerPoint, Word, Outlook) and any other analytical software programs
- Adaptable and flexible to an ever-changing environment
- TILOS Linear Schedule
- Excellent both oral and written communication skills in English. Spanish is an asset.
- Intermediate knowledge in scheduling software is required, including Primavera 6 (P6) scheduling software
- 3 or more years' experience in heavy civil or general engineering construction required
- Ability to read and interpret construction drawings
- Experience in LRT, Railway, Transit and typical linear civil construction projects is an asset
- Bachelor's Degree in Construction Management or Civil Engineering or any related discipline. Peng, PMP, and PSP an asset
- 1-5 or more years of related Construction Planning/Scheduling
- Proficient use of Primavera software, Trimble TILOS and Microsoft Excel
- Ability to work under pressure
- Ability to sometimes work longer hours to close of the monthly end progress

