

JOB DESCRIPTION

Job Title:	Senior Scheduler
Job Location:	Clarksville, TN
Job Description:	
<p>Position has responsibility for creating and maintaining schedules within Primavera using sound knowledge of scheduling, and project controls procedures and processes. Coordinates with project leads to update schedules for monthly internal reporting requirements and submittals. Performs in depth forensic schedule analysis and reporting including risk and trending assessments for clients and management reviews.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Create and maintain schedules within Primavera using sound knowledge of scheduling and project controls; • Analyze construction contractor’s baseline schedule submissions on an activity-by-activity basis to determine compliance with contract requirements and constructability; • Track construction contractor schedule performance including scheduling updates and deficiencies and make recommendations for payments based on construction contractor progress; • Provide general management assistance for construction projects including attending meetings, inspecting/confirming contractor’s actual progress; • Perform contract administrative actions such as correspondence and weekly progress reports; • Prepare/assist in preparation of monthly and interim project status reports for ongoing projects; • Conduct independent forensic schedule analysis and risk assessment; • Prepare specialized reports as needed and/or requested; • Analyze effects of changes, modifications, and other issues on the schedule and provide written findings for review by the Area/Resident Engineer; • Assist and provide recommendations to the Area/Resident Engineer on anticipated future workload and funds requirements; • Assist the Area/Resident engineer in maintaining accurate and historical copies of schedules as required for legal and document control reasons; • Serve as project management and controls consultant to the Area/Resident Engineer. 	
Education, Experience, Skills, & Software:	
<p>Education:</p> <ul style="list-style-type: none"> • BS Degree or equivalent experience in Construction or Engineering related field <p>Experience:</p> <ul style="list-style-type: none"> • 10-15 years minimum experience Scheduling/Project Controls related field <p>Skills:</p> <ul style="list-style-type: none"> • Sound knowledge of scheduling, project controls, and project earned value management principles and practices. • Working knowledge of computer scheduling programs (i.e. Primavera, P3, and P6). • Engineering/Construction experience, with the majority of experience on major projects. • Strong analytical/problem resolution skills. • Proficient math skills. • Must have excellent verbal/written communication skills and effective interpersonal skills. <p>Software:</p> <ul style="list-style-type: none"> • Primavera 3 & 6 • Microsoft Project • Microsoft Office 	