

JOB DESCRIPTION

Job Title:	Senior Scheduler
Job Location:	Paducah, KY
Job Description:	
<p>Position has responsibility for creating and maintaining schedules using Primavera and sound knowledge of scheduling, project controls, and project earned value management principles and practices. Coordinates with project team in the development of various reports, graphs, charts and tables to be use in briefing management on status of schedule and cost. Responsible for performing in depth schedule analysis of contractor prepared construction schedules and review and analysis of construction contractors EVMS data and system. Performs duties with a maintained focus on customer satisfaction.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Evaluate/analyze construction contractor’s baseline schedule/EVMS submissions for contract compliance, ANSI compliance (ANSI/EIA-748-1998), completeness, and constructability; • Provide advice and input to the project team and construction contractor related to all schedule activities and EVMS data including schedule logic, resourcing, and compliance with the 32 ANSI Standards; • Provide general management assistance for construction projects including attending meetings, inspecting/confirming contractor’s actual progress; • Perform reviews of the construction contractors monthly schedule submissions and client reporting data relative to their EVMS; • Provide recommendations to the project team based on anticipated future workload and funds availability; • Conduct independent schedule risk analysis; • Prepare special 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 project team; • Assist and provide recommendations to the project team on anticipated future workload and funds requirements; • Assist the project team 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 project team. 	
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 	

