



Project Scheduler - Washington, D.C. - Job Description

The Project Scheduler position will be responsible for overseeing all project scheduling activities on an assigned construction project. The Project Schedule will be in strict accordance with the contract documents, it will be the Project Scheduler's responsibility to ensure the contracts schedule requirements are met. Generally it's the Contractors responsibility to develop the Project Schedule, however the Project Scheduler must be knowledgeable enough to effectively assist, review and critique the logic, sequence and durations. The Project Scheduler must also be experienced enough to review and approve the Contractors monthly updates and required modifications to the schedule as construction progresses. ORACLE-Primavera Systems **P6 Scheduling Software** will be the CPM Scheduling tool on the projects.

Responsibilities:

- Development of the baseline schedule
- Overseeing all project scheduling activities
- Reviewing and critiquing Contractor monthly updates to the schedule
- Verifying that the updates are an accurate representation of the work accomplished
- Analyzing "look ahead" schedules for potential problems or delays
- Recommending work around plans, such as workforce acceleration, extended work week or multiple shifts to keep the project on track

Requirements:

- Excellent verbal and written communication skills
- Understanding of Critical Path Method (CPM) Scheduling
- Working Knowledge of **P3** and **P6** Scheduling Software
- Working Knowledge of Claim Digger
- Must be proficient in Microsoft Office.

Educational Background and Experience:

- Associate Degree in an Engineering or Construction related Curriculum
- Training in the use of **P3** and **P6 Scheduling Software**
- Minimum of 5 years of experience in construction
- Field experience a plus

Email Resumes to steve@eclimited.com