

Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

Name:	SCHEDULER
Department:	OPERATIONS
Reports To:	OPERATIONS MANAGER

RESPONSIBILITIES

The Scheduler will:

- Co-ordinate the project planning process within area of responsibility.
- Maintain the process for proactively managing the critical path.
- Work with the Project leads to determine overall project schedule development plans & priorities.
- Provide timely variance analysis and an early warning to construction management on critical or near critical activities.

MAIN TASKS AND DELIVERABLES

- Coordinates and tracks multiple key projects and tasks.
- Maintains a resource loaded and networked program schedule for on-going and special projects that can be utilized to analyze resource allocations, mission completion dates, and “what if” analysis.
- Tracks and updates personnel and projects progress and critical path on a daily basis.
- Creates tracking reports for various levels of management.
- Coordinates project schedules and recommends appropriate lead-lag times.
- Plans workload for multiple project management teams and de-conflicts resources.
- Provides forward looking schedule analysis to Management.
- Interfaces between senior management, Construction Managers, and Lead Project Coordinators to gather data and adjust scheduling parameters.
- Contributes to program proposal preparation efforts.
- Works with project subcontractors to communicate scheduled task and schedule variances.

QUALIFICATIONS

- Bachelor degree in Engineering.
- Minimum of 5+ years of pertinent experience in planning and scheduling, or an equivalent combination of education and experience of large scale civil projects.
- Experience in similar roles for planning of major projects in road / transportation, dams or construction of large civil structures.
- Excellent Primavera skills.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

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