

## **Job Description**

Job Title: Project Scheduler

Experience:

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J.F. White is looking to add a Project Scheduler to their team in Framingham, MA. The ideal candidate will have 5-10 years of construction scheduling experience with a strong construction background on large complex heavy highway, building and transportation projects.

Primary Responsibilities:

- Works directly with Project Executives/Managers/Engineers and Superintendents and is responsible for creating CPM baseline work breakdown structure, building and maintaining cost and resource loaded schedules in Primavera P6 in accordance with client processes.
- Update CPM Schedule to reflect actual work performed.
- Prepare monthly update schedules for owner.
- Prepare monthly schedule narrative and progress reports for owner.
- Ability to populate CPM schedule with resource and cost information.
- Compare, and report on comparisons of monthly schedules, Changes, Delays, Accelerations.
- Assist with Risk Management identification, qualification and mitigation plans
- Support change order preparation in regards to time impacts and delays.
- Work with Project Manager/Engineers and Superintendents to prepare weekly 3-week look ahead schedules.
- Review subcontractor/material suppliers or other third party submitted baseline schedules for conformance with contractual requirements and overall best scheduling practices.
- Review CPM cost and resource loaded schedules created and provided by subcontractor/material suppliers or other third parties and provide timely feedback in a standardized format logging and reporting key details in a report to management.
- Review and analyze complex construction schedules and provides opinions, advice and reports as necessary on project progress as well as predictions of the work moving forward using Primavera P6
- Develops potential recovery plans for time and cost.
- Reviews and analyzes construction claims and provides opinions, advice and reports as necessary on contractual entitlement and quantification of damages suitable for use in dispute resolution proceedings including negotiation, mediation, arbitration and litigation.
- Develop and maintain summary level schedule reports used to support critical path analysis, near-term deliverable requirements, resource allocations, performance variances, and to support cost/schedule integration in a report format to management.

- Develop and review Time Impact Analyses for conformance with contractual requirements, to be able to determine merit of the delay issues, and to evaluate appropriateness of how delay issues are inserted into the schedule. Write detailed reports analyzing and evaluating these Time Impact Analyses.
- Attend periodic schedule update and progress meetings.
- Troubleshoot and monitor potential scheduling problems.

Qualifications:

- Bachelor of Science in Construction Management, Civil/Mechanical/Electrical Engineering, Architecture or related degree is required.
- Self-motivated requiring minimal oversight.
- Able to work under and meet tight deadlines.
- 5-10 years of construction scheduling experience on large complex heavy highway, building and transportation projects.
- P6 CPM scheduling expertise and certification.
- Must have the ability to develop and/or understand construction logic and sequencing for complex building and transportation projects.
- Must have experience in analysis or preparation of a complex construction claims.
- Experience in CPM scheduling, delay analysis, productivity analysis, claims, and dispute resolution.
- Ability to review contract drawings and specifications to evaluate construction related schedule issues.
- Intuitive knowledge and ability to understand principals of construction and contractor means and methods.
- Exceptional written and verbal communications and organizational skills.
- The successful candidate must interface effectively with clients, coworkers, and others.
- Establish and maintain professional business relations with clients.
- Superior interpersonal and demonstrated facilitation skills, including the ability to motivate and influence others, build effective interpersonal relationships, and be able to foster and contribute to a positive and productive team environment.

*Please apply online at: <http://apply.jfwhite.com>*