



Scheduler

The Scheduler provides expert implementation and analysis of project schedule for all projects from conceptual design phase through the course of construction. The Scheduler is responsible for the preliminary schedule, master schedule and progress updates required for each project. Additionally, the Scheduler is required to provide expert analysis to improve the quality of all project schedules for use by the field and management team, as well as provide expert analysis of scheduling data when required by other departments.

Responsibilities

Preliminary Schedule Development (Preconstruction / Pre-Bid)

It is critical that schedule data be provided to the preconstruction and management team prior to construction. The Scheduler is expected to cooperate with the General Superintendent, Preconstruction department, and bid captain to ensure proper development of the preliminary schedule so it can be utilized for its intended purpose. Responsibilities include:

- Actively participate in preconstruction meetings to understand schedule needs for upcoming projects. Communicate and confirm needs of the scheduling department as required for proper planning, and coordination of the department.
- Review available plans, and specifications, site photos, or google maps images of existing conditions, as needed for proper development of the preliminary schedule for each project.
- Communicate, and track receipt of required data from the preconstruction team to develop the preliminary schedule. This includes the phasing and sequencing plan, list of similar projects, required milestones, preliminary phasing durations (grading, foundation, framing, veneer, rough in, finishes, etc.).
- Request the bid captain provide any special activities, contract, and permit data pertaining to each project to incorporate into the preliminary schedule.
- Request the estimating data from the preconstruction team as required to develop durations to include take off quantities (block, brick, concrete, etc.) and subcontractor supplied data obtained during the preconstruction phase of the project (long lead items, grading durations, framing duration, etc.).
- Ensure all activities, durations, milestones, and links are properly entered into the schedule software to provide critical path activities and other data deemed critical to the preconstruction and project team.
- Develop, and maintain a weather log, and 5-year weather average for the project, using historical data from NOAA. This data will be uploaded onto the Procore under each specific project, and updated monthly, as NOAA publishes a monthly weather report for each area.
- During the process of developing the preliminary schedule development, identify overlooked items, critical to the overall success of the schedule, and discuss identified items with Preconstruction, and Project team.



Master Schedule Development (Construction Phase)

The Scheduler is responsible for developing the master schedule for each project. The master schedule will be utilized as a contract basis and utilized as a baseline comparison during the course of construction. Responsibilities include:

- Ensure the preliminary schedule is updated as required for the full development of a master schedule after a project is awarded.
- Ensure the project manager, and superintendent provide additional data feedback from the trade partners during scope review to the schedule department for final development of the master schedule.
- Verify front end requirements of the contract (permitting, design deliverables, required milestones) have been identified by the project management team, and accurately represented in the project master schedule.
- Verify data is accurately entered into the software prior to issuing the final master schedule for contract attachment and field use.

Schedule Updates:

The Scheduler is required to monitor all project activity to ensure each project is updated at a minimum of once every (2) weeks from start of work through final completion. Responsibilities include:

- Formally request project teams provide data every (2) weeks and note items requiring updating.
- Confirm field data includes accurate information obtained during the course of construction. Verify data provided by reviewing the meeting minutes, photo documentation, site visits, project logs, or other means necessary to ensure the data is generally accurate prior to updating.
- Ensure the project manager, and superintendent provide actual start and finish dates for all activities from the previous update, as well as forecasted or anticipated start and finishes dates (2-4) weeks following the update period as an accurate forecast.
- Ensure updates include up to date data from the project procurement and material tracking logs. Request information from the project team (generally requested from APM, P/E or project team) during update.
- Request onsite weather data since last update, and input changes into scheduling software and project weather calendar.
- Provide required breakout of all milestone activities, and labor data as needed for senior management and executive team review.
- Prioritize project updates, and ensure critical projects are prioritized. Endeavor to complete and turn around all updates within 48 hours from date of receipt.
- Ensure update data is properly entered into the scheduling software, to match update markup information provided by the project team.
- Analyze Critical path after update change is made, to ensure that it is logically sound, and accurately portrayed.



- Request project management, and superintendent verify updated schedule draft is accurate prior to downloading to Procore. Download all draft updates within (24) hours.
- Contact project team members as required to schedule an update by phone, or provide supplemental data as required to complete the project schedule in a timely manner.
- Provide feedback, and suggestions for improving the project schedule. Provide feedback, and analysis of changes in the critical milestones, and overall project completion data. Spot project risks with each update for review by the project team.
- Ensure project updates are properly distributed to the project team, senior management team, and Procore.
- Archive all backup and schedule data.

Schedule Administration:

In addition to providing accurate schedule data to the project teams, the Scheduler is the leader of the scheduling department. As the head of the department, the scheduler is required to provide additional responsibilities to the company. Responsibilities include:

- Continuous educational requirements and training necessary for the improvement of the department. This include but not limited to Primavera P6 (to include updates) certification and training, master scheduler certification, lean construction process certification, and any other training or certification deemed necessary by the VP of Operations.
- Mentorship, training and development of the assistant scheduler, and scheduler. This includes performance reviews, monitoring, and assisting as needed to encourage growth within the department.
- Scheduling training for the management, and field teams as required.
- Manage the departmental budget. Includes monthly review of the expenses, and revenue received form the projects. Provide annual budget to the VPO.
- Managing monthly billing of new projects and updates for AP billing to active projects.
- Provide expert analysis of the project schedule as needed for defense or pursuit of claims in legal action as required by the senior management and executive team.
- Maintain schedule records for the department to include ongoing tracking of data utilized in the development of project schedules (standard lead times, production rates, standard sequence of installations, etc.).
- Manage, and prioritize workflow within the department to properly support company strategic needs.
- Continuously update and modernize the scheduling department to maintain competitive advantage over other firms, and to provide outstanding service to our customers.
- Maintaining a positive work environment, and smooth operation of the department.
- Represent the schedule department as required for company events.
- Coordinate critical decisions that pertain to the scheduling department directly with the VP of Operations.



- Provide management with an estimate of overall project health based on current, critical path changes, and developing critical issues, to continuously gauge the ongoing success of the project specifically, and the overall success of each project.

Living the RA-LIN Culture

The Scheduler is the leader of the scheduling department and is expected to maintain pleasant and respectful relationships with fellow employees and project team members. Responsibilities include:

- Understanding and embracing RA-LIN's strategic objectives, and processes to drive positive business outcomes
- Implementing, maintaining, and improving on our RA-LIN's core values to drive continual improvement, and excellence
- Serving as a role model, and promoting professional behavior
- Actively participating in industry, client, and community relations to enhance company image
- Building strong relationships with other RA-LIN departments

Relationships

- Reports directly to the Vice President of Operations.
- With the Preconstruction department and bid captain during preconstruction phase.
- With the PM and Superintendent during the construction phase.
- With senior and executive management team as required for project analysis.
- Operates primarily from the Carrollton office.

Candidate Skills & Qualifications

- Understands basic construction sequencing of commercial projects.
- Proficient at reading plans and specifications. Ability to quickly review and comprehend project plans and details.
- Understands front end requirements of the project specifications pertaining to required scope of work.
- Ability to communicate clearly.
- Ability to evaluate the accuracy of information provided to the department.
- Expert knowledge and operation of the scheduling software.
- Expert understanding of CPM project scheduling concepts and principals, scheduling best practices and standard scheduling methodologies recognized in the industry.
- Self-motivated and proactive – takes initiative and seeks responsibility.



- Excellent time management skills.
- Solid analytical skills.
- Keen attention to detail.

Basic requirements:

- BS Degree in Engineering, Construction Management, Building Construction from an accredited University (or 5+ years' experience as a Primavera P6 scheduler in commercial building construction).
- 5+ years of experience in commercial building construction
- Proficient computer skills in Primavera (P6 or newer), Microsoft Office Suite, project management software (Procore), and Bluebeam.
- CPR/First Aid
- OSHA 10