

SENIOR SCHEDULER

Civic CM seeks to hire a Senior Construction Scheduler to support various construction projects nationwide. This position will be focused on Critical Path Method scheduling, cost analysis, and dispute resolution. We are searching for a candidate with a strong aptitude for analytical thinking and problem solving who is responsible, organized, and demonstrates initiative. The candidate must demonstrate effective oral and written communication skills and the ability to work in both team and independent environments.

Job Description:

- Lead construction scheduling assignments, assess performance status of multiple projects, and provide credible schedule analysis
- Develop, evaluate, maintain and distribute project schedules
- Prepare schedule metrics including performance milestones for contract documents
- Provide written evaluations and schedule analysis reports
- Determine mitigating measures to maintain project costs and schedule goals and objectives
- Develop Time Impact Analyses (TIAs), including cost impacts, in support of change order requests
- Review/analyze change orders, time extension requests, and claims documentation on behalf of clients

Required Skills:

- Analyze schedules, including those prepared by others
- Expertise with scheduling software, primarily Primavera P6
- Forensic scheduling experience is preferred
- Report writing and preparation of charts & graphs to support analyses
- Excellent oral and written presentation skills
- Demonstrated knowledge of general construction means and methods

Qualifications:

- Bachelor's degree in engineering, Construction Management or related degree plus 5+ years of scheduling experience
- Registrations/Certifications Preferred: PSP
- Primavera P6 Scheduling Experience
- Proficiency in the use of MS Office
- Must be a clear and effective communicator as you will be expected to represent Civic CM independently on routine matters

Compensation:

DOE

Civic CM offers a competitive compensation and benefits package that includes Medical, Dental, 401k, and PTO.