



SCHEDULER

Responsibilities:

- Provide advanced level scheduling support to assigned projects
- Establish, monitor and maintain project schedules
- Participate in updating the master schedule and enterprise reporting.
- Assist Project Managers and Superintendents in developing and maintaining a project baseline schedule including resource planning and cash flow.
- Gather schedule information, update, analyze, and prepare reports of the project's progress
- Prepare concise schedule narratives describing the status of assigned projects
- Ensure compliance with company scheduling procedures for preparing and maintaining baseline schedules
- Maintain quality assurance and control on assigned project schedules
- Train Project Managers and Superintendents on company scheduling procedures and proper scheduling techniques
- Prepare lessons learned on completed projects

Qualifications:

- Bachelor's degree in applicable discipline and a minimum of 6 years of scheduling experience on large-scale construction projects.
- Experience in preparing schedules for building projects and high-rise structures is preferred.
- Proven experience in developing, maintaining, forecasting and controlling of scheduling costs
- Must have experience with Primavera P3 Scheduling Software including cost loading and resource loading capabilities. Experience in running the most current version of P3 Scheduling software is preferred. (P3 Engineering and Construction)

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit for long periods of time; talk or hear; perform fine motor, hand and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand; walk; and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception and the ability to adjust focus. The employee will spend their time in an office environment with a quiet to moderate noise level.

Necessary Attributes:

- Candidate must possess Messam's Core Values: Passion, Integrity, Hard Work and Professionalism
- Must possess full proficiency in CPM scheduling techniques and principles, including the demonstrated ability to handle and prioritize multiple projects concurrently.
- Must possess excellent computer skills with working knowledge of importing and exporting information into Primavera P3 Scheduling Software using Microsoft Excel and Word Software.



- Expert in CPM scheduling with the ability to review and analyze schedules and changes to determine the impact on a project.
- Ability to analyze and synthesize information in a concise manner and to make recommendations on strategies to resolve project issues is required.
- Strong oral and written communications skills and the ability to apply appropriate communication techniques to various individuals.
- Positive customer service orientation, with both internal and external clients is required.
- Strong interpersonal skills are required, demonstrating a consistent commitment and ability to work with diverse work groups and individuals.

Messam Construction is an Equal Opportunity & Affirmative Action Employer.