



## ***JOB PROFILE INFORMATION***

**POSITION TITLE** : **Project Scheduler**  
**LOCATION** : **Project Site(s)**  
**REPORTS TO** : **Project Manager**

### **SUMMARY OF ROLE**

Project Scheduler works with the Project Managers and project teams to develop and maintain detailed project execution schedules.

### **KEY CUSTOMERS SERVED**

- Project Manager/Coordinators
- Sub-contractor(s)
- Construction Manager
- Project Staff

### **KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED**

- Develops and maintains the overall Primavera P6 project schedules
- Fully understands the project scope and budget, deals with the owner on schedule related items
- Interfaces with the required staff to provide schedule updates and specific reports
- Integrates financial data into project schedule
- Provides feedback to Project Manager on changes made to the schedule to assist in identifying impact/risks
- Performs earned value analysis, cost analysis, scheduling, resource planning, variance reporting, and manpower loading

### **PERFORMANCE CRITERIA**

- Develops Primavera P6 project schedules and maintains weekly progress reports
- Ensures compliance with contractual obligations as it relates to scheduling deliverables
- Develop and maintain SPI & CPI calculations, weekly dashboards, accruals and "What if" analysis

### **PERSON SPECIFICATIONS**

#### **Knowledge and Education Requirements**

- Community College Technologist/Technician Diploma (C.E.T.) is preferred
- Professional Certification CCA Gold Seal Program would be an asset
- Bachelor's Degree in Engineering or a Related Technical Discipline would be an asset

#### **Specific Experience or Skills**

- 3 - 5 years of Primavera P6 experience in construction scheduling or equivalent combination of training and related construction scheduling experience
- Demonstrated understanding of scheduling, job costing and project tracking systems
- Ability to summarize data from financial database
- Must have strong technical, interpersonal and organizational skills
- Previous construction site experience

#### **Personal Attributes**

- Well organized
- Result orientation
- Excellent communicator
- Team player
- Demonstrates creativity, initiative and perseverance

- Detail-oriented
- Excellent decision-making and problem-solving skills