
Project Planner/Scheduler

Summary:

The Project Planner/Scheduler oversees and manages every aspect of a project schedule, at every stage from conception to completion. He/She ensures that overall project schedule adheres to identified project goals, objectives and standards.

General Responsibilities:

- Develop and propose detailed and fully loaded schedules used in planning/tracking work progress, budgets, equipment and manpower requirements on projects.
- Work with all functional areas and operating departments to assist in their respective strategies, goals, and objectives.
- Assist the Senior Project Manager in developing a short and long term strategy for the implementation of project schedules.

Accountabilities:

- Prepare detailed construction schedules with the project managers, estimators, owners and sub-trades and suppliers.
- At the start of a project, schedule project activities with budgets showing manpower, equipment, materials and subcontractors.
- Ensure all aspects of the project cycle are shown in the schedule in conjunction with the project manager including changes to the contract from extra/additional work and delays.
- Reports ongoing project progress to his/her immediate manager.
- Maintain Project Look-Ahead and Master Schedules as needed throughout the project.
- Liaise with TESC, clients and project supervisors throughout project.
- Review and monitor project status and progress.

Job Specifications:

- University degree or College diploma construction related program.
- 5-10 years in related field experience.
- Must be proficient in Primavera (P6).
- Project cost controls experience preferred.
- Diverse knowledge of construction including industrial, mining, civil, mechanical and electrical.
- Experience in construction management and estimating would be an asset.
- Ability to work well under pressure and meet project deadlines.
- Financial acumen/ability to comprehend budget structures.
- Must work well independently and unsupervised.
- Must have excellent communication skills.
- Ability to read and understand construction drawings.
- Strong organizational, leadership, communication, and analytical skills.
- Excellent time management skills.
- Ability to travel to project site and work irregular hours.

Start Date: Immediate

Location: Northern Ontario

Project Length: 4-5 months

Schedule: 2 weeks on, 1 week off, 10-hour shifts