



Scheduler/Planner

Summary:

The Scheduler/Planner oversees and manages every aspect of a project schedule, at every stage from conception to completion. They assist with the development of work breakdown structures (WBS), ensuring alignment between project budgets and schedules.

Primary Responsibilities & Duties:

- Develop and propose detailed and fully loaded schedules used in planning/tracking work progress, budgets, equipment and manpower requirements on projects.
- Liaison the Estimating and Operation teams, ensuring project kick-offs are executed to TESC standards.
- 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:

- When required, to assist the estimating department to produce a bid schedule.
- Review of estimate to establish Project Manager/Estimator's approach to the project.
- Create WBS for projects to company standards.
- 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 in construction related program
- Min. 5 years of experience in construction scheduling using MS Project
- Min. 2 years of experience in construction scheduling using Primavera (P6)
- Must have strong Microsoft Excel skills
- 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 locations as required