



Project Scheduler/Planner

Summary:

The Project Scheduler/Planner is responsible for the planning, development, and coordination of project schedules including tracking issues, analyzing data, and providing reports. The Project Scheduler/Planner works closely with Project Managers to effectively plan and schedule construction resources in an efficient manner that minimizes downtime, maximizes productivity, and adheres to TESC's processes, safety, policies, and procedures.

Responsibilities:

- Develop standardized template for all TESC schedules to include project milestones, long-lead procurement items, submittals, work sequences, testing, start up and commissioning, as well as close-out.
- Review contracts, specifications and estimates to establish approach to the project with the Project Team.
- Collaborate with the Estimating and Operation teams, ensuring project kick-offs are executed to TESC standards.
- Prepare schedules by coordinating and organizing multiple sources of input from Owners, Designers, Suppliers, Subcontractors and Project Team.
- Create baseline schedules according to project requirements and work packages.
- Update baselines schedules when change requests are approved.
- Create and update master schedules detailing the sequence of all work to be performed with budget for labour, material, and equipment.
- Maintain master schedule, identify, and record impact of work performed as well as all changes such as change order, extras, and delays.
- Monitor work progress and performance, and provide regular schedule update reports as required by the Project Team or the client.
- Identify conflicts in the project schedule and work with the Project Manager and Superintendent to create resolution.
- Support the Estimating department to produce a bid schedule as required.

Job Specifications:

- University degree or college diploma in a construction related program or equivalent in training and technical work experience.
- Min. 5 years of scheduling experience in the industrial construction industry; field experience is an asset.
- Advanced working proficiency in Primavera P6 is required; knowledge of additional programs such as MS Project is an asset.
- Strong knowledge of MS Office, particularly Excel, is required.
- Advanced knowledge of construction scheduling, planning, building sequences, and execution, as well as multi-trade.
- Ability to coordinate multiple schedules and solve scheduling conflicts.
- Strong technical ability, proficient with drawings, specifications, contracts, schedules, reports, and budgets.



- Must have excellent communication and organizational skills.
- Innovative and analytical thinker with ability to solve complex problems.
- Excels in a team environment and has a collaborative mindset.
- Must work well independently with minimal supervision.
- Ability to work well under pressure and meet project deadlines.
- Ability to travel to project sites as required.
- Valid driver's license (with clean abstract).

Location: Sudbury, Ontario

Term: Full-time, Permanent

How to apply: Email resume to employment@tesco.com and use "Project Scheduler/Planner, Sudbury-ON" in subject line.