

## Commercial Construction Scheduler

The Scheduler will be responsible for developing, maintaining, and monitoring project schedules from preconstruction through project closeout. This role works closely with Project Managers, Superintendents, subcontractors, and company leadership to ensure projects are completed on time and within contractual milestones. The Scheduler reports to the Director of Operations.

### Responsibilities:

- Develop baseline construction schedules for commercial and industrial projects using scheduling software.
- Create detailed CPM (Critical Path Method) schedules that identify project milestones, critical activities, procurement timelines, and long-lead items.
- Update and maintain project schedules on a regular basis throughout the life of the project.
- Analyze schedule impacts and identify potential delays, risks, or conflicts.
- Prepare recovery schedules and mitigation plans when project timelines are at risk.
- Collaborate with Project Managers, Superintendents, subcontractors, architects, and owners to gather scheduling information and project updates.
- Participate in project meetings and provide schedule status reports.
- Communicate schedule changes, critical path activities, and upcoming milestones to project teams and leadership.
- Assist field operations in sequencing work activities for maximum efficiency.
- Produce weekly and monthly schedule reports for internal and external stakeholders.
- Track project progress against baseline schedules and document variances.
- Maintain accurate records of schedule updates, delays, and change impacts.
- Support claims analysis and delay documentation as needed.
- Assist estimating and preconstruction teams with schedule development during bidding and proposal phases.
- Evaluate subcontractor schedules and sequencing plans.

### Required skills and qualifications:

- Bachelor's degree in Construction Management, Engineering, or related field preferred.
- Minimum of 3–5 years of scheduling experience in commercial or industrial construction.
- Experience working on projects such as healthcare, education, manufacturing, retail, office, multifamily, or industrial facilities preferred.
- Proficiency in scheduling software such as:
  - Primavera P6
  - Microsoft Project
  - Bluebeam or similar construction software
- Strong understanding of CPM scheduling methodologies



- Ability to read and interpret construction drawings and specifications.
- Proficient in Microsoft Office Suite, especially Excel.

#### **Core Competencies**

- Strong analytical and problem-solving abilities.
- Excellent organizational and time management skills.
- Ability to manage multiple projects simultaneously.
- Strong verbal and written communication skills.
- High attention to detail and accuracy.
- Ability to work collaboratively with field and office teams.

#### **Preferred Qualifications**

- Experience with large-scale commercial or industrial projects.
- Knowledge of lean construction principles
- PMP or Planning & Scheduling Professional (PSP) certification is a plus.