



REQ#2414 Project Scheduler

The Opportunity

Exp is currently searching for a Project Scheduler who will be responsible for establishing schedule procedures, developing organization structure, inputting activities, incorporating logic, maintaining logic and statusing the overall schedule at prescribed deliverable intervals for project schedules in excess of \$1B in order to meet project objectives including, but not limited to, project progress, percent complete, trending and change orders. This position will be tasked with all facets of contracted scope, act in an Owner's representative capacity and will have oversight of and responsibility for incorporating multiple subcontractor schedules into the overall Master Schedule.

Responsibilities:

- Breaks down assigned projects into work breakdown structure (WBS) and assist with set up of and cost breakdown structure (CBS) according to a client's cost code system.
- Enters data and generates reports utilizing computer software.
- Provides project breakdown for review and approval of each discipline lead and appropriate project manager.
- Supervises activities that link project forecast elements to project planning and schedule.
- Provides for linkage of WBS tasks to project schedule.
- Determines and implements methods to calculate progress per discipline.
- Reviews and advises on budget trends and ticklers in weekly conference calls with the client's representative.
- Interacts with and provides direction to subcontractors to update schedule status, trends and ticklers.
- Monitors and advises on the progress and forecast and has these elements approved by leaders of each discipline.
- Assists in the preparation of weekly and monthly reports, with input from the project manager.
- Analyzes productivity indexes and proposes appropriate measures to the project manager (reinforcement of teams or demobilization).
- Incorporates contract changes in the schedule and follow-up of activities.
- Monitors project progress and advises the project manager of deviations.
- Advises Project Management on "work around" and/or alternative planning measures to offset deviations to meet schedule dates or to mitigate negative budget impacts.
- Organizes the means of controlling contract documents, specifications, procedures and drawings.
- Controls the distribution of the schedules and related documents to the project team.

Recommended Competencies:

- Possess a complete understanding of typical Project Lifecycle and have the ability to organize these within a project schedule to ensure project sequencing and overall project control.
- Understand project estimates and have the ability to implement the elements of estimate into the project schedule.
- Knowledge of computer applications and functions, including Primavera 6 +, Microsoft Word, Excel, SharePoint, Project and Outlook.
- Ability to review project work, quantities, costs, accuracy of specifications, completeness, and constructability.
- Ability to meet project deadlines.
- Ability to perform assigned responsibilities with minimal to moderate supervision.
- Ability to communicate effectively verbally and in writing, including advanced technical writing abilities.
- Ability to maintain and establish effective working relationships.
- Ability to prioritize, organize and perform multiple work assignments simultaneously.
- Ability to compile, review and reconcile data for accuracy, completeness and compliance.
- Ability to perform work accurately in a detail oriented environment.
- Ability to prepare clear and concise reports, procedures, correspondences, and other written materials.

MINIMUM QUALIFICATIONS

Education & Experience:

Bachelors degree in construction management or a related field with a minimum of four (4) years of project scheduling, planning and project controls related experience. Experience may be substitutable for a degree.

Tests & Exams:

- Successful completion of a pre-employment criminal background check.
- Successful completion of a pre-employment driver's history check.
- Successful completion of a pre-employment drug test.

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