

## Scheduler (Full-Time and Part-Time)

**San Francisco Bay Area applicants are strongly preferred for the following position.**

An Oakland, CA-based professional consulting firm seeks full-time and part-time experienced schedulers to develop and review project schedules for major transit projects over \$100 million. The successful candidates will be responsible for developing, maintaining, reviewing, and updating Critical Path Method (CPM) schedules for clients/owners using Oracle Primavera P6 and Microsoft Project; analyzing schedules to recognize logical errors and inefficiencies; devising methods to improve process flow and speed project completion; and advising project management on all scheduling issues.

The ideal candidate has three to five years of transportation project scheduling experience; knowledge of scheduling principles, engineering and construction techniques, and project plans and specifications; and a B.S. degree in civil engineering or a B.A. or B.S. in a related field.

The successful candidate will have the ability to:

- Develop CPM schedules and perform all aspects of scheduling for assigned projects
- Maintain and analyze project schedule data
- Produce routine, accurate, and timely schedule updates
- Review contract documents and incorporate all relevant aspects into the schedule
- Monitor the schedule and advise the project manager of any trends that affect the timely project completion
- Attend project meetings to evaluate and report on progress and action items
- Review contractor and subcontractor schedules and supporting documentation to ensure the client approves schedule submittals in a timely manner
- Develop procedures to initiate and maintain document files related to the schedule
- Revise the baseline project schedule to account for changes in the scope and execution methods
- Prepare written schedule reports for the project team

Required skills:

- Expert software skills in P6 and Microsoft Project, Access, Excel, PowerPoint, and Word
- Strong planning and forecasting skills
- Excellent verbal and written communication skills, including the ability to interface and negotiate successfully with clients, contractors, and engineers, as well as members of other organizations
- Strong project management, organizational, and time management skills
- A mathematical aptitude

You must use the **APPLY** link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

**[APPLY](#)**