

Junior Scheduler (Full-Time and Part-Time)

An Oakland, CA-based professional consulting firm seeks junior schedulers to assist in the development and ongoing management of project schedules for major transit and construction projects. The successful candidates will be responsible for supporting the development, maintenance, review, and update of Critical Path Method (CPM) schedules for clients and owners using Oracle Primavera P6 and Microsoft Project. They will also analyze schedules to recognize logical errors and inefficiencies and advise project management on all scheduling issues. Off-site work at client locations may be required. These positions are available on a part-time and full-time basis.

The ideal candidates will have the ability to:

- Develop CPM schedules with inputs from project managers, designers, clients and construction team; 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
- Support claims analysis
- Support review and analysis of contractor's request for contract time extensions
- Support other project controls as required, including negotiation supports
- Prepare written schedule reports for the project team
- Conduct periodic project site visits to monitor project progress and assure progress integrity, and participate in regular progress schedule meetings, as required

Required Skills:

- Solid hands-on knowledge of the following software: Oracle Primavera P6, Microsoft Project, Excel, PowerPoint, and Word, including import/export and reporting
- One to two years of project scheduling experience on major transit or construction projects
- Knowledge of scheduling principles, engineering and construction techniques, and project plans and specifications

- Bachelor's degree in engineering, construction management, business or equivalent
- 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
- Mathematical aptitude

You must use the link below to apply and submit a cover letter describing/detailing why you are an ideal candidate for this position and your resume. Submit your documents in Microsoft Word format ONLY. We will not consider pdf documents or incomplete submittals.

[APPLY](#)