

# Construction Scheduler

## Job description

### Job Summary:

The Scheduler must be highly organized and detail oriented. This position is responsible for coordinating and managing the schedules of various tasks, appointments, and events within our organization. It plays a crucial role in ensuring that all activities are properly scheduled, resources are allocated efficiently, and timelines are met.

### Job Responsibilities:

- Prepare and build all project schedules collaboratively with the project teams.
- Participate in all phases of construction planning and scheduling process, set baseline, and track schedules.
- Conduct regular project visits to review job status and apply construction sequencing knowledge to maintain project schedules accurately.
- Identify and effectively communicate schedule challenges, risks, and conflicts to stakeholders and provide corrective suggestions and creative solutions.
- Assists project teams in schedule sequencing, methods of construction, project delays and impacts, alternate work plans, and recovery schedules.
- Participate and provide feedback in project pre-planning, post-construction, and monthly project status review meetings.
- Develop and facilitate schedule training programs for internal team members.
- Other duties as assigned.

### Experience:

- Two years of construction project scheduling experience or equivalent project management/scheduling experience in a related position.

### Required Skills and Abilities:

- Must be able to read and understand plans, drawings, and specifications.
- Must be able to recognize areas of concern and potential improvements to schedule sequencing.
- Strong knowledge of construction scheduling, and implementation.
- Advanced knowledge of work activity sequence, durations, and critical path method.
- Collaborative team player with strong communication and interpersonal skills.
- Must have strong communication skills with the ability to establish relationships with team members.
- Advanced computer skills.
- Proficient in Outlook, Word, Excel, Teams.
- BuilderTrend knowledge is preferred.
- Time management skills, prioritize responsibilities.
- Ability to work in a fast-paced environment.
- Ability to handle stressful situations such as heavy/varying workload and accuracy.

Job Type: Full-time

Salary: \$50,000.00 - \$65,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Cape Coral, FL 33991: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

- Do you have advanced skills in reading plans, drawings & construction specifications?

Experience:

- Construction Scheduling: 2 years (Preferred)

Work Location: In person