



Job Description: Project Scheduler

Alternative Titles: Scheduler

Revised: September 29, 2009

Business Unit: Project Controls/Construction

Employee Type: Exempt

Reports To: Project Manager

Purpose: The Project Scheduler will be responsible for the development of CPM schedules for assigned EPC and major construction proposals, as well as all EPC and major construction projects.

Work Schedule: Varies by location. Must have open availability any time any day of the week.

Essential Skills (*may include but are not limited to the ability to*)

- Work closely with the lead estimator of each proposal during the bidding/estimating phase of each EPC and major construction project
- Develop well-defined and properly sequenced work activities.
- Develop and maintain project schedule for assigned EPC projects
- Analyze all contract and proposal data, establishing well-defined work activities, and create a comprehensive, properly linked CPM schedule
- Initiate and facilitate the development and maintenance of the schedule
- Develop and maintain project schedule for assigned major construction projects
- Understand the flow and logistics needed for the execution of an EPC project
- Organize large amounts of information into a coherent, meaningful P3 format
- Operate Primavera's scheduling software
- Work within company policy as outlined in the Lauren Engineers & Constructors Craft Handbook and in compliment with the LEC Human Resources Policy Manual, LEC Safety Manual and OSHA Safety rules.
- Perform other duties as assigned by the supervisor as needed.

Essential Qualifications

- 5+ years of formal training combined with field experience
- Bachelor's degree preferred
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

Physical Requirements

- Frequently lift objects weighing up to 25 pounds
- Climb stairs
- Sit for long periods of time
- Occasionally stoop, kneel or crouch
- Use hands and arms to reach for, grasp and manipulate object

Tool/Personal Protective Equipment Requirements

- Hard hat
- Safety glasses
- Rain coat or poncho
- Steel toed work boots

Environment: Most work is conducted in a comfortable office environment but exposure to site and weather conditions also occurs. Field construction work is performed outside so exposure to all types of weather conditions, including extreme heat and cold, is common. Personal protective equipment, including but not limited to hard hats and safety glasses, must be worn in all areas as required. Although the work usually is not considered inherently dangerous, must be careful while performing onsite services.

Employee/Candidate Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that, if hired, I am an at-will employee, and this Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date