

Project Scheduler, EPC

Strike, LLC • The Woodlands, TX

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Job Snapshot

Full-Time

Experience - At least 3 year(s)

Degree - High School

Construction

Strategy - Planning, Construction

Job Description

Job Summary:

The Project Scheduler is responsible for the creation of project schedules for pipeline and process facilities installation work in order to meet project requirements. The Project Scheduler works with the Project Manager, Project Controls Lead and Engineering department personnel to manage multiple projects, activities, and associated resources. Lead and department personnel to manage multiple projects, activities, and associated resources.

Job Requirements

Primary Job Function:

- Lead the creation and implementation of the integrated schedule structure for pipeline and process facility projects.
- Provide a resource loaded (and leveled) project schedule which clearly identifies critical path and float areas.
- Monitor, collect, and enter progress on a regular basis for the projects they represent.
- Collaborate with Project Managers & Engineers to define schedule requirements and confirm lead times for new orders.
- Determine priorities to match supply and demand to achieve established customer contract obligations and operational business goals.
- Maintain integrated schedule during the project life cycle monitoring progress and incorporating management of change modifications to the original scope as necessary.
- Review the schedules & drive communication to the business management to identify risk areas with mitigation plans to insure on-time-delivery.
- Perform ongoing schedule analyses, critical path analyses, earned value analyses, manpower analysis, risk analyses reporting, evaluate / recommend schedule improvement opportunities.
- Prepare/deliver accurate and on-time reporting of benchmarks as defined by the Client.
- Work with cost management to gain alignment when forecasting schedule completion dates.
- Maintain positive working relationships with pipelines to ensure a cooperative approach to resolution of scheduling problems.

- Support the project team to provide clear visibility on status and schedule of projects internally and to customers.
- Travel on short notice for onsite requirements.
- Assist in the performance of other operational functions as required.

Experience:

- Minimum 3+ years of direct, full time experience in project scheduling within EPC, Engineering firm or a closely related industry.
- Must have current and demonstrated experience in Primavera 6 and Microsoft Project. Tilos a plus.
- Minimum 3+ years of direct, full time experience in project cost controls within EPC, Engineering firm or a closely related industry.
- Prior experience in managing issues, scope, and quality while bringing complex projects to successful completion within the cost and time constraints
- Must have a general understanding of project scope, work phases and estimating process in order to establish construction sequences, durations and logic ties within a schedule with minimal supervision.

Education/Training:

- Bachelor's degree in Engineering or Construction Management is a plus

Competencies:

- Must have current and demonstrated experience in Primavera 6 & Microsoft Project.
- Proficiency with computer applications, including Microsoft Excel, Word, Project, and Outlook.
- Knowledge of engineering, construction planning/management, procurement, contracts, construction, and startup work processes.
- Demonstrated skill in identifying, analyzing, and providing innovative solutions to planning and scheduling problems.
- Understand complete project scope, project schedule objectives, & developing/maintaining various schedule requirements.
- Understand project estimates and have the ability to implement the elements of estimate into the project schedule
- Ability to review project work, quantities, and costs, accuracy of specifications, completeness, and constructability.
- Ability to meet project deadlines including schedule, progress and cost analysis reporting.
- Ability to perform assigned responsibilities with minimal to moderate supervision.
- Ability to compile, review and reconcile data for accuracy, completeness and compliance.
- Ability to prepare clear and concise reports, procedures, correspondences, and other written materials.
- Ability to manage multiple projects and meet deadlines.
- Displays strong written and oral communication skills and employs effective listening skills.
- Displays tactful, mature and professional demeanor with well-developed interpersonal skills including the ability to work with diverse personnel.

Other Criteria:

- Requires up to 40% travel and/or field assignment.
- Complies with Strike's policies and procedures.
- Complies with Strike's Drug & Alcohol Policy maintaining favorable drug testing results throughout employment.
- Performs job safely with respect to others, property and individual safety.
- Works effectively with others to encourage teamwork and productivity.
- Eligible to work in the United States.

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