

Position Summary

Location:	Toronto, Ontario, Canada
Position Type:	Permanent Full-Time
Reports To:	Vice President of Operations

General Description

As a Construction Project Scheduler you will be supporting BLT with construction project scheduling and planning of labour, supplier, subcontractor resources amongst other construction elements. This Project Scheduler will work closely with the Estimators, Project Managers, Field Operations Manager, and other Senior Staff Members.

This Project Scheduler will have intimate knowledge of the construction sequencing and process, work well with a team and possess a highly developed skillset to work independently, producing accurate and detailed schedules.

Roles and Responsibilities

General Requirements

- Strong communication skills and the ability to communicate effectively with employees at all levels of the organization
 - Writes clearly and informatively
 - Edits work for spelling and grammar
 - Varies writing style to meet needs
 - Able to read and interpret written information
 - Listens and gets clarification
 - Responds well to questions
 - Facilitates process and procedure in the best interests of the company
 - Identifies and resolves problems in a timely manner
 - Gathers and analyzes information skillfully
 - Follows instructions, responds to management direction
 - Commits to additional hours of work when necessary to reach goals
- Ability to work in and support a strong team concept but have the ability and insight to work independently
 - Present oneself as professional, innovative, creative
 - Balances team and individual responsibilities
 - Focuses on solving conflict, not blaming
 - Maintains confidentiality
 - Accepts responsibility for own actions
 - Must be able to be productive in an open office environment

- Be “results oriented”
 - Takes independent actions and calculated risks
 - Asks for and offers help when needed.
 - Follows through on commitments
 - Looks for ways to improve and promote quality
- Demonstrates strong analytical, organizational, and time management skills
 - Synthesizes complex or diverse information
 - Collects and researches data
 - Demonstrates attention to detail, accuracy and thoroughness
- A minimum of 10 years of construction experience is required
- A valid Ontario’s Driver’s License and ownership of an automobile is required
- Intimate familiarity with Microsoft Project, ProCore, MS Office

Role Specific Responsibilities

As Construction Project Scheduler, this person demonstrates a thorough understanding of:

- The complete construction process, from Pre-Construction to Post-Construction activities, responsibilities, functions of all individuals associated in the process
 - Stages of work are to include but not limited to the pre-construction design, permit and tender process, as well as the close-out process from inspections to deficiencies
 - Scopes of work are to include but not limited to site survey, excavation, foundation, civil, complete concrete-rebar-formwork, building envelope, structural steel, all HVAC, electrical, fire alarm, all types of interior and exterior finishes, landscaping
 - Types of projects ranging from but not limited to ground-up shell spaces, modification to/new civil infrastructure, interior fit out and tenant improvement in the commercial, civil and more specifically, in the hospitality sectors
- The labour requirements for each sequence of work, intimately knowing how many labourers/staff for each task to achieve set milestones and how to accelerate projects from a labour/staffing perspective to achieve milestones earlier
- The lead times of all construction materials, equipment, etc. and how it integrates into the construction schedule
- Critical path elements, and how to manipulate deliverables based on movement of critical path items
- Quantities of materials required to complete each task
- Technical issues within various subcontractor/supplier disciplines and initiate appropriate corrective actions and how to address as well as reflect changes in the schedule
- Construction Contracts, including but not limited to CCDC5a/b, CCDC2, CCA1 and their associated legal stipulations and requirements
- Claims prevention and analysis techniques
- Trade unions, their agreements and stipulations

As Construction Project Scheduler, this person is responsible for:

- Working with the project team to develop project schedules
- Timely and continuous maintenance of schedules based on current conditions, delays/other impacts, suggested accelerated sequencing of scopes, actual vs. required/requested labour, drawing revisions, etc.
- Working with the project team to develop work-around schedules to alleviate forecasted impacts to the critical path activities
- Representing the company and/or project in meetings with various members of the project team/persons with invested interests
 - May serve as staff specialist in the application of advanced construction theories, concepts, principles and processes
- Traveling to project sites as required

Secondary Functions

- Assist in other projects as periodically required
- Any reasonable requests by management are valid job assignments