

Construction Scheduler Job Description

- Create a high-level master schedule that incorporates the initial CPM schedule and the contractors' schedule
- Track critical activities and changes to the critical path impacting the project
- Keep an eye on program milestones and interdependencies
- Utilize industry accepted methodologies to analyze delays
- Provide information on items impacting the project schedule
- Responsible for spotting the critical path, as well as proffering alternatives to regain slippage to the schedule
- Strategize ways to negotiate claims, including office overhead, labor, and equipment costs
- Responsible for providing technical support in claims litigation
- Document changes integrated into the project schedule
- Provide a summary and report on project progress
- Spot project risks and include impact analysis for review by project team
- Responsible for maintaining current and standardized job files.