



## Projects Controls Scheduler

PE Services is growing, and we are looking for qualified candidates who are ready to join our team! PE Services has provided civil engineering design and oversight in construction for over 25 years.

Throughout this time, PE Services has redefined several innovative methods of testing, verification, and documentation which have enabled our trusted partnerships to remain strong and continue to grow. We understand the need for speed of service as well as the need for availability, and we are excited for the right people to join our growing team!

### **Responsibilities:**

- Work with project team members including the contractor and project owner.
- Create, monitor, and analyze project schedules.
- Analyze the impact of delays and major schedule changes.
- Develop and maintain program level integrated master schedules.
- Monitor project progress, including identifying critical path, float path analysis, risk sensitivity, and forecast completion with progress achieved to date.
- Track baselines, conduct cashflow analysis, perform what-if analysis, and develop contingency plans.
- Maintain project risk register to ensure that risks are effectively managed to minimize their impact on schedule, scope, and budget.
- Perform coordination to identify project issues, monitor action items, and work with the project manager to ensure resolution.

### **Knowledge, Skills & Abilities:**

- Bachelor's degree required (Civil or Construction Management, or another equivalent)
- 3 or more years of related work experience in construction industry or as a project scheduler.
- A valid driver's license and good driving record and ability to pass a background check.
- Knowledge of project management, critical path method schedule analysis, and documentation.
- Experience with project scheduling software Primavera P6.
- Advanced experience using Microsoft Office including Word, Excel, PowerPoint.
- Excellent organizational and time management skills.
- Ability to learn quickly and work under pressure in a fast-paced environment.
- Ability to effectively communicate both orally and in writing.

*As a proven, established, Women-Owned Small Business (WOSB), Disadvantaged Business Enterprise (DBE), and Targeted Group Business Program (TGB); PE Services offers professionals a dynamic work environment and a competitive compensation package. This compensation package includes medical/RX, dental, life, disability, and other valuable voluntary options. We believe in our people, and we have created a unique family-like culture of continuous growth and development along with building a workplace with a strong focus on diversity, inclusion, and professionalism on each project we complete.*