UNIVERSITY OF SOUTHERN CALIFORNIA
Construction Project Scheduler
Job Code: 181499

Grade: 00
OT Eligible: Yes
Comp Approval: 7/1/2014

JOB SUMMARY:
Has responsibility for the maintenance of construction project schedules. Assists with quality assurance and control of the contractor schedule submittals for conformance with contract.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

—— ——— Maintains pre-budget and baseline project schedules for assigned construction projects. Organizes large amounts of information into a coherent, meaningful format. Reviews contractors baseline schedule submissions and drafts narratives. Facilitates formal approval of project baselines for all project schedules.

—— ——— Interacts with project team and managers to define scope of work, schedule work, coordinate assignments and develop and update detailed schedules, etc.

—— ——— Organizes, implements and maintains scheduling management system supporting identified construction projects and plans. Logs project time-lines and maintains tasks and its status. Provides scheduled reports for contract coordination and reporting purposes.

—— ——— Assists with quality assurance and control of the contractor schedule submittals for conformance with contract.

—— ——— Reviews contractor's monthly updates and produces reports as directed by management regarding progress, change in logic/durations, critical path, manpower usage, status of major milestones, projections, cost loading and earned value, and monthly progress billing.

—— ——— Monitors and evaluates project schedules through interaction with project manager and team in all phases of a project's lifecycle. Evaluates impacts of project scope changes on project schedules.

—— ——— Tracks and maintains awareness of project issues as they relate to project schedules. Evaluates project schedule progress and performance and identifies developing problem areas. Analyzes critical path and constraints to determine effect of changes to schedule, alternative courses of action or recovery on slipped schedules and recommends work-around.

—— ——— Assists with review, evaluation, and rejection or approval of contractor recovery schedules.

—— ——— Performs schedule impact analysis and makes recommendations for negotiating schedule impacts for contractor change orders.

—— ——— Participates in job walks to check the contractor's weekly and monthly progress. Provides reports to the project manager and upper management.

—— ——— Assists with program schedule quality assurance and quality control and updates in accordance with established policies and procedures.
Attends weekly job meetings to assist with providing written analysis of contractor schedule documents.

Prepares reports as needed and directed by management.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: □ No
□ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree
Combined experience/education as substitute for minimum education

Minimum Experience:

5 years

Minimum Field of Expertise:

Professional level experience in design and construction scheduling. Knowledgeable in contract administration, contract language interpretation and construction. Knowledge in critical path schedule analysis, trouble shooting and forecasting. Ability to review critical path and cost loading, resource loading, report layouts, etc. Demonstrated excellent oral and written communication, skills in negotiation and identifying, analyzing, and solving problems. Ability to read drawings, ability to determine if work is in or out of scope, and understand terms and conditions of the contract to determine compensability, as well as concurrent delays. Proficiency in project management scheduling software: Primavera P6 v 7 or higher and in cost loading, resource loading, global changes, and filtering and report layouts.

Preferred Education:

Bachelor’s degree

Preferred Experience:

7 years

Preferred Field of Expertise:

Degree in Engineering, Architecture, Construction Management or related field. Professional level experience in design and construction scheduling on large capital projects and other closely related experience.

Skills: Administrative:

Communicate with others to gather information
Customers service
Establish records
Gather data
Input data
Maintain logs
Maintain records
Prioritize different tasks
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Machine/Equipment:

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: __________________________ Date: __________________________

Supervisor: __________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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