
Project Planner/Scheduler

Summary:

The Project Scheduler/Planner oversees and manages every aspect of a project schedule, at every stage from conception to completion. He/She ensures that overall project schedule adheres to identified project goals, objectives and standards.

General Responsibilities:

- Develop and propose detailed and fully loaded schedules used in planning/tracking work progress, budgets, equipment and manpower requirements on projects.
- Work with all functional areas and operating departments to assist in their respective strategies, goals, and objectives.
- Assist the Senior Project Manager in developing a short and long term strategy for the implementation of project schedules.

Accountabilities:

1. Prepare detailed construction schedules with the project managers, estimators, owners and sub-trades and suppliers.
2. At the start of a project, schedule project activities with budgets showing manpower, equipment, materials and subcontractors.
3. Ensure all aspects of the project cycle are shown in the schedule in conjunction with the project manager including changes to the contract from extra/additional work and delays.
4. Reports ongoing project progress to his/her immediate manager.
5. Maintain Project Look-Ahead and Master Schedules as needed throughout the project.
6. Liaise with TESC, clients and project supervisors throughout project.
7. Review and monitor project status and progress.

Job Specifications:

- College diploma or construction related training.
- 5-10 years in related field experience.
- Diverse knowledge of construction including industrial, mining, civil, mechanical and electrical.
- Experience in construction management and estimating would be an asset.
- Ability to work well under pressure and meet project deadlines.
- Financial acumen/ability to comprehend budget structures.
- Must work well independently and unsupervised
- Ability to read and understand construction drawings.
- Strong organizational, leadership, communication, and analytical skills.
- Excellent time management skills.
- Ability to travel to project sites and work irregular hours.
- Proficient with Microsoft Project and/or Primavera P6.

Anticipated Start Date: May 1

Location: Northwestern Ontario

Project Length: Approx 18 months

How to Apply: submit resume to employment@tesc.com using "Project Planner & Scheduler – Ontario" in subject line.