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# Example of Lead Scheduler Job Description

Our company is searching for experienced candidates for the position of lead scheduler. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for lead scheduler

* Attends in-service presentations, and completes mandatory education week
* Oversee work hour rule implementation
* Oversight of scheduling and coordination to support shift manning levels
* Maintain security keys and cores
* FMS management
* Shift oversight
* Performance indicator tracking
* Directly responsible for scheduling oil movements on various Sunoco Logistics Crude Oil Pipelines
* Accountable for issuing daily scheduling orders to Control Center, field personnel, terminal operators and customers in a timely and accurate fashion
* Scheduling orders reflect close coordination of receipts, and inventories which ensures ratability of deliveries to customers

## Qualifications for lead scheduler

* Experience in the use of project management programs (Primavera, SAP, MS Project, Open Plan) and MS Office Programs (MS PowerPoint, MS Excel, MS Access, MS Word)
* Extensive knowledge in the application of integrated cost/schedule techniques on major programs
* Familiarity with a Monte Carlo schedule risk simulator such as Primavera Risk Analysis or Acumen Fuse
* A strong understanding of project management and earned-value management principles and their application to complex projects
* Experience in applying integrated cost/schedule and critical path methodologies within an Earned Value (EVM) environment
* Experience in Aerospace and/or Defense programs