Downloaded from <https://www.velvetjobs.com/job-descriptions/scheduler-senior>

# Example of Scheduler Senior Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of scheduler senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for scheduler senior

* Provide planning, scheduling guidance and support for various crews/teams by suggesting the most appropriate period or season to execute works in while minimizing impacts on the environment
* Provide management with timely, informed, and up-to-date project schedule information including trends and forecasts progress, schedule and planning input to the weekly, Bi-weekly and monthly project reports
* Utilizes scheduling tools to develop baseline schedules in accordance with company work procedures, coordinating input from all stakeholders
* Conducts project schedule analysis and identifies gaps in proposed schedules dependent upon criticality, customer/commercial impacts, resourcing and materials
* Schedules activities for review and approval as required
* Completes master plan with critical milestones
* Identifies and communicates opportunities/ alternatives to schedule in collaboration with internal stakeholders
* Responsible for leading the development and review of schedule recovery plans, including evaluation of additional resources/costs required to affect such plans
* Maintains portfolio of schedules, provides analytical review of float and project progress vs
* Communicates schedule deviations and projected impacts to project/program teams and assists in preparation of Change Notices/ Management of Change documents, as required

## Qualifications for scheduler senior

* Experience in transmission & distribution projects is preferred
* 10 years of scheduling experience with 5 plus years in direct support of an active construction projects
* Knowledge of work with various types of contracting methods such as, Design/Bid/Build (DBB), Design Build (DB), Construction Management At Risk (CMAR), Guarantee Maximum Price (GPM),etc
* Knowledge of Prolog and other Project Management Systems is preferred
* Experience with On-screen Take-Off and MC2
* Ability to manage relationships and have crucial conversations