

PROGRAM SCHEDULER

DEFINITION

Prepares program level construction schedules for the new construction and modernization of facilities.

TYPICAL DUTIES

- Develops and maintains program schedules by identifying relationships (logic ties), logistics, milestones, and constraints for various programs using industry standard software.
- Performs Earned Value Analyses (EVA) to monitor project and program variances from forecasted timelines and costs.
- Performs Quality Assurance/Quality Control (QA/QC) on program schedules to ensure compliance with program goals and construction project requirements.
- Creates and develops conceptual “what if” schedules for large multi-year, multi-phase projects, including design-build projects.
- Identifies schedule impacts and provides recommendations to project teams to improve processes and minimize potential issues.
- Prepares ad-hoc reports related to project and program schedules.
- Communicates and coordinates with individuals and departments to manage the program schedules.
- Participate in the review of construction contract documents to determine if established costs and schedules meet project expectations.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Program Scheduler develops, monitors, and updates program schedules related to new construction and modernization and performs analyses to ensure program schedules meet construction project requirements.

A Program and Project Controls Manager assists in the overall administration of department functions and activities, acts for the Director of Program and Project Controls in case of absence, and supervises and coordinates the work of financial personnel.

The Director of Program and Project Controls ensures that the Facilities Services Division’s school construction bond program provides effective cost reporting and scheduling support services to departments managing bond funds so that successful integration of project controls and systems occur.

SUPERVISION

General supervision is received from the Program and Project Controls Manager or a higher level administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Construction engineering and management related to school building and modernization
- Public sector planning, funding, operations, construction activities and agency requirements
- Principles and practices in project planning and management
- Data aggregation and project management software applications (i.e., Primavera)
- Construction budgeting methods and procedures
- School design standards and specifications
- State and local building codes, ordinances, and regulations
- Design-build and design-bid-build project delivery methodologies

Ability to:

- Utilize project management software such as Primavera Project Management (P6)
- Utilize Structured Query Language (SQL) to access data from databases
- Identify potential program and project issues and coordinate to resolve them
- Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups
- Read and interpret architectural and engineering plans and specifications
- Conceptualize scope of work, method of placement, and cost based on verbal description or visual observation
- Analyze highly complex data and develop logical solutions to problems
- Prepare clear, concise reports and makes recommendations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a bachelor's degree in engineering, architecture, or construction management.

Experience:

Five years of experience in scheduling for large construction programs using Primavera 6.1 or above, including experience retrieving data using SQL; preferably for public works projects.

Special:

- Completion of Primavera Project Management (P6) training courses
- A valid California Driver License

SPECIAL NOTE

May require the use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

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