



Date: December 17, 2021  
Job Title: Planner/Scheduler  
Reports To: General Manager of Operations  
FLSA Status: Non-Exempt

**Summary:** Responsible for developing and maintaining internal and external engineering project schedules with integration into master project schedules at the client and CSD levels.

**Essential Functions:**

1. Lead the project teams at the direction of the Project Manager to define the list of deliverables and the work breakdown structure to represent the project scope into deliverables.
2. Develop preliminary project schedules for proposal submittals based on client's RFP.
3. Develop and maintain the schedule basis of the project plan.
4. Define the list of activities to represent the project plan.
5. Develop a control baseline schedule and maintain the current schedule to the set scheduling standards.
6. Develop and maintain engineering, procurement and construction schedules for projects that CSD is contracted to provide these services.
7. Review contractors' schedules and ensure contractors' compliance to CSD and Client scheduling procedures.
8. Ensure that any schedule related change to the Project Plan is documented and approved as provided in our Change Management procedures.
9. Ensure project schedules are maintained on the correct software, in the correct formats and architecture, consistent with our client's Enterprise schedule.
10. Perform periodic baseline schedule maintenance.
11. Coordinate documentation and communication of project deliverables and milestones with Project Managers, Project Leads and Department Heads.
12. Communicate schedule control requirements and procedures to Project Leaders.
13. Incorporate project execution and completion feedback from project leads to develop accurate progress reporting of project execution and forecasting.
14. Coordinate project set-up based on project needs, CSD procedures and client standards and requirements.



15. Coordinate with Project Manager the flow of schedules between CSD, Client, and Client construction representatives.
16. Prepare final project documentation for turnover to client.
17. Develop and maintain resource loaded master schedules that identify resource requirements by employee classification and discipline for all active projects.
18. Develop and maintain management reports that clearly communicate project execution performance to client expectations.
19. Develop and maintain management reports that clearly communicate resource loading requirements and utilization for all departments.
20. Occasional trips to local businesses in support of the needs of the business.
21. General assistance to project teams.

**Education and Experience Requirements:**

- Engineering or Related Technical /Construction Degree preferred
- Minimum of 5 years experience in Planning/Scheduling/Project Controls
- Computer literate and proficient with Project Control Software such as Microsoft Project, Primavera P6, latest versions and Microsoft Excel, Word, Power Point and other computer applications is a must.
- Must possess a valid driver's license and credit card with the ability to travel as needed

**Qualifications:**

- Possesses good organizational and interpersonal skills
- Ability to work in a team environment for project collaboration