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Assistant Scheduler (Milford, MA)

Job Code: 2017-CCI-047

Office Location: Milford, MA

Department: Project Services Group

FT/PT Status: Regular Full Time

Company: Consigli Construction

Assistant Scheduler

Consigli Construction Co., Inc.

Interested in an outstanding opportunity to become part of a team with a stellar reputation as a community engaged Employer of Choice? *Consigli Construction Co., Inc. (Consigli)* is a fourth generation, family owned construction manager and general contractor, and we are hiring!

Ranked as one of the *Best Places to Work* by the *Boston Globe* and *Boston Business Journal* consecutive years running, our culture draws raw talent from college intern to seasoned veteran with substantial years of experience in their field. We credit empowerment, innovation and "thinking great" for our continual growth and success. Most importantly we are thankful for our employees and proud to have one of the most exciting project portfolios in the business.

Classification: Exempt

Reports to: Project Services Manager

JOB DESCRIPTION

Assistant Scheduler

Assist in the development of the schedule from the design phase through procurement, construction, commissioning, validation, and occupancy. Also, the Assistant Scheduler will be involved in a variety of tasks, which will be dependent upon needs of the project team.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Proposal Schedule Development

- Develop preliminary project schedule using limited project documents;
- Identify the primary critical path;
- Identify key and long lead items;
- Provide potential schedule alternates;

Baseline Schedule Development

- Identify owner or end-user project milestones which may be imperative for project success;
- Work with the design team to determine duration and sequencing of all design phase activities;
- Review site logistics with the project manager and superintendent;
- Identify key logistics considerations around site utilities, working hour restrictions, site access, staging area restrictions, and weather;
- Work with trade contractors and vendors to determine shop drawing duration, material lead times, work sequencing, and work item duration;
- Combine all schedule elements into a Master Project Schedule depicting the interrelationships and duration of key project activities;

Schedule Updates

- Participate in project presentations to teams, Owners and other groups;
- Work with the Consigli Project Services Group (PSG) to develop, document and present best practices;

Core Competencies

- Ability to author a concise narrative focusing on project status and analysis of critical path;
- Ability to work on multiple projects or tasks, have good time management skills;
- Ability to maximize the use of current software, look for opportunities to innovate;
- Work independently, self-motivated, collaborative, assertive;
- Ability to interact with all members of project team: subcontractors, field staff, client, etc.;
- Ability to clearly communicate, both orally and in writing/graphics;

Supervisory Responsibility

This position is not responsible for oversight or performance management of any employees.

Position Type/Expected Hours of Work

This is a full-time position. Standard work hours are Monday through Friday, 8 a.m. to 5 pm. This position regularly requires long hours and weekend work.

Travel

Travel is primarily local during the business day, with occasional out of state and overnight travel. Less than 20% of travel time expected.

Required Education and Experience

- A bachelor's degree in a relevant field;
- Working knowledge of Primavera P6;
- Experience with the preparation and development of delay claims and time impact analysis;
- Working knowledge of creating and managing cost and manpower curves;

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Assistant Scheduler (Pleasant Valley, NY)

Job Code: 2017-CCI-048
Office Location: Pleasant Valley, NY
Department: Project Services Group
FT/PT Status: Regular Full Time
Company: Consigli Construction

Assistant Scheduler
Consigli Construction Co., Inc.

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Classification: Exempt
Reports to: Project Services Manager

JOB DESCRIPTION

Assistant Scheduler

Assist in the development of the schedule from the design phase through procurement, construction, commissioning, validation, and occupancy. Also, the Assistant Scheduler will be involved in a variety of tasks, which will be dependent upon needs of the project team.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Proposal Schedule Development

- Develop preliminary project schedule using limited project documents;
- Identify the primary critical path;
- Identify key and long lead items;
- Provide potential schedule alternates;

Baseline Schedule Development

- Identify owner or end-user project milestones which may be imperative for project success;
- Work with the design team to determine duration and sequencing of all design phase activities;
- Review site logistics with the project manager and superintendent;
- Identify key logistics considerations around site utilities, working hour restrictions, site access, staging area restrictions, and weather;
- Work with trade contractors and vendors to determine shop drawing duration, material lead times, work sequencing, and work item duration;
- Combine all schedule elements into a Master Project Schedule depicting the interrelationships and duration of key project activities;

Schedule Updates

- Participate in project presentations to teams, Owners and other groups;
- Work with the Consigli Project Services Group (PSG) to develop, document and present best practices;

Core Competencies

- Ability to author a concise narrative focusing on project status and analysis of critical path;
- Ability to work on multiple projects or tasks, have good time management skills;
- Ability to maximize the use of current software, look for opportunities to innovate;
- Work independently, self-motivated, collaborative, assertive;
- Ability to interact with all members of project team: subcontractors, field staff, client, etc.;
- Ability to clearly communicate, both orally and in writing/graphically;

Supervisory Responsibility

This position is not responsible for oversight or performance management of any employees.

Position Type/Expected Hours of Work

This is a full-time position. Standard work hours are Monday through Friday, 8 a.m. to 5 pm. This position regularly requires long hours and weekend work.

Travel

Travel is primarily local during the business day, with occasional out of state and overnight travel. Less than 20% of travel time expected.

Required Education and Experience

- A bachelor's degree in a relevant field;
- Working knowledge of Primavera P6;
- Experience with the preparation and development of delay claims and time impact analysis;
- Working knowledge of creating and managing cost and manpower curves;

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Scheduler (Washington, D.C.)

Job Code: 2017-CCI-046
Office Location: Washington, DC
Department: Project Services Group
FT/PT Status: Regular Full Time
Company: Consigli Construction

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Classification: Exempt

JOB DESCRIPTION

Scheduler

The Scheduler's level of involvement can vary depending on the needs of the project team. The scheduling manager could assist in the development, or be responsible for developing the schedule from the design phase through procurement, construction, commissioning, validation, and occupancy.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Proposal Schedule Development

Develop preliminary project schedule using limited project documents.

Identify the primary critical path

Identify key and long lead items

Provide potential schedule alternates

Baseline Schedule Development

Identify owner or end-user project milestones which may be imperative for project success.

Work with the design team to determine duration and sequencing of all design phase activities.

Review the site logistics with the project manager and superintendent. Identify and schedule key logistical

considerations such as, site utilities, working hour restrictions, site access, staging area restrictions, and weather.

Work with trade contractors and vendors to determine shop drawing duration, material lead times, work sequencing, and work item duration.

Combine all schedule elements into a Master Project Schedule depicting the interrelationships and duration of key project activities, including:

Schematic design, if applicable.

Design development, if applicable.

Construction document development, if applicable.

Applications and approvals for governing authorities.

Required documentation for procuring specialty or long lead materials and equipment (early design packages).

Owner decisions and approvals.

Bidding and award of construction contracts.

Shop drawing preparation and approvals.

Coordination Drawings

Fabrication period and milestones.

Implementation and administration of all trade activities.

Schedule of building commissioning, turnover and occupancy requirements.

Manpower loading information as required.

Schedule Updates

The Schedule Manager will be responsible for maintaining, or assisting in the maintenance of the project schedule.

Assuring the schedule provides an accurate picture of the current status of work and work remaining for the project.

Provide a basis for identifying variances and problems.

Provide a management tool necessary for planning for recovery and alternate schedule options.

Ability to perform a comparison of planned activities versus actual work completed.

Participate in project presentations to teams, Owners and other groups.

Work with the Consigli Project Services Group (PSG) to develop, document and present Best Practices.

Competencies

Ability to work on multiple projects or tasks, have good time management skills

Ability to maximize the use of current software, look for opportunities to innovate

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Work independently, self-motivated, collaborative, assertive

Ability to interact with all members of project team: subcontractors, field staff, client, etc.

Ability to clearly communicate, both orally and in writing/graphically.

Required Education and Experience:

Working knowledge of Primavera P6

Experience with the preparation and development of delay claims and time impact analysis

Working knowledge of creating and managing cost and manpower curves

Ability to author a concise narrative focusing on project status and analysis of critical path.

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Scheduler (Milford, MA)

Job Code: 2015-CCI-026

Office Location: Milford, MA

Department: Project Services Group

FT/PT Status: Regular Full Time

Company: Consigli Construction

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Classification:

Reports to:

Date: August 12, 2015

JOB DESCRIPTION

Scheduler

The Scheduler's level of involvement can vary depending on the needs of the project team. The scheduling manager could assist in the development, or be responsible for developing the schedule from the design phase through procurement, construction, commissioning, validation, and occupancy.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Proposal Schedule Development

Develop preliminary project schedule using limited project documents.

Identify the primary critical path

Identify key and long lead items

Provide potential schedule alternates

Baseline Schedule Development

Identify owner or end-user project milestones which may be imperative for project success.

Work with the design team to determine durations and sequencing of all design phase activities.

Review the site logistics with the project manager and superintendent. Identify and schedule key logistical

considerations such as, site utilities, working hour restrictions, site access, staging area restrictions, and weather.

Work with trade contractors and vendors to determine shop drawing durations, material lead times, work sequencing, and work item durations.

Combine all schedule elements into a Master Project Schedule depicting the interrelationships and duration of key project activities, including:

Schematic design, if applicable.

Design development, if applicable.

Construction document development, if applicable.

Applications and approvals for governing authorities.

Required documentation for procuring specialty or long lead materials and equipment (early design packages).

Owner decisions and approvals.

Bidding and award of construction contracts.

Shop drawing preparation and approvals.

Coordination Drawings

Fabrication period and milestones.

Implementation and administration of all trade activities.

Schedule of building commissioning, turnover and occupancy requirements.

Manpower loading information as required.

Schedule Updates

The Schedule Manager will be responsible for maintaining, or assisting in the maintenance of the project schedule.

Assuring the schedule provides an accurate picture of the current status of work and work remaining for the project.

Provide a basis for identifying variances and problems.

Provide a management tool necessary for planning for recovery and alternate schedule options.

Ability to perform a comparison of planned activities versus actual work completed.

Participate in project presentations to teams, Owners and other groups.

Work with the Consigli Project Services Group (PSG) to develop, document and present Best Practices.

Competencies

Ability to work on multiple projects or tasks, have good time management skills

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Ability to maximize the use of current software, look for opportunities to innovate
Work independently, self-motivated, collaborative, assertive
Ability to interact with all members of project team: subcontractors, field staff, client, etc.
Ability to clearly communicate, both orally and in writing/graphically.

Required Education and Experience:

Working knowledge of Primavera P6
Experience with the preparation and development of delay claims and time impact analysis
Working knowledge of creating and managing cost and manpower curves
Ability to author a concise narrative focusing on project status and analysis of critical path.

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