

Scheduler - Construction

This is a part time position.

Salary: \$30.00 - \$50.00/hour

Project Location: Projects are located within the DC Metro Area, Baltimore, MD, Northern Virginia...

Local candidates only as site visits and meetings are required.

No relocation expenses are authorized.

Telework is authorized

AMG is seeking a CPM Scheduler with at least 5 years of construction scheduling experience.

The candidate will prepare and maintain schedules, develop and review project baselines, monitor and track progress and support the project in all other aspects of scheduling analysis and special studies.

Responsibilities:

- Prepare summary and detail level schedules
- Perform Digger baseline and update analysis
- Develop full CPM logic generated baseline schedules for projects
- Resource and cost load baseline schedule
- Perform regular progress updates and create target comparison and periodic look-ahead schedules
- Monitor and track progress at detailed and summary level
- Perform schedule analysis
- Prepare Time Impact Analysis and or recovery schedule
- Provide support and training in the use of project and scheduling software to office and job site staff when necessary

Qualifications:

- Must have experience with Primavera (P6)
- Must understand how to read and interpret construction drawings and documents
- Experience with transportation and facility construction projects is a plus
- Experience with request for equitable adjustment, claims analysis and construction litigation
- Construction management experience is a plus
- Bachelor's Degree in Architecture, Construction Management, Engineering or related field
- Certifications are a plus
- Must have experience with MS Office
- Strong written and verbal communication skills
- Excellent planning and organizational skills
- Functional use of Microsoft Word, Excel, Outlook

Other Requirements:

- Must be a United States Citizen or authorized to work in the US (no exceptions)
- Background check and drug screen panel are required for this position
- Equal opportunity employer
- Must possess a valid US State Driver's License and reliable transportation