

Lead Project Scheduler

Job Title: Lead Scheduler/Schedule Manager

Company: Milestone Consultants

Location: DFW Metroplex, Texas

Job Type: Full-Time

Industries: Construction, Engineering, Transportation, Technology, etc.

About Us:

At Milestone Consultants, we are dedicated to helping organizations deliver strategic objectives through improved project delivery by providing expertise in project controls, construction planning, and scheduling. We are seeking a highly organized, detail-oriented, and experienced Lead Scheduler to join our team. This individual will oversee and coordinate baseline schedule development and effective management/updates of schedules on an ongoing basis. This will primarily be a remote role, with regular site duties.

Job Description

As a Lead Scheduler, you will lead our scheduling efforts across multiple projects. You will oversee the development, maintenance, and analysis of complex project schedules, effectively tracking schedule status, impacts, delays, and risks. You will be leading a team of schedulers and coordinating with project stakeholders to identify and mitigate potential scheduling risks.

Key Responsibilities:

Project Schedule Development

- Lead the creation and maintenance of detailed project schedules using industry-standard scheduling software (e.g., Primavera P6, OPC), including the work breakdown structure, resource allocation, and critical path analysis.
- Collaborate with project teams to gather accurate activity durations, dependencies, and resource requirements.
- Develop and implement standardized scheduling methodologies and templates across projects.
- Coordinate with cross-functional teams (project managers, contractors, and external partners) to align project timelines.

Schedule Monitoring and Analysis:

- Regularly monitor project progress against the schedule, identifying variances and potential delays.

- Conduct in-depth schedule analysis to identify critical path activities and potential bottlenecks.
- Generate comprehensive project schedule reports, including progress updates, forecast analysis, and variance reports to communicate to stakeholders.
- Closely monitor schedule performance against key performance indicators (KPIs) and communicate deviations where applicable.
- Tracks scheduling KPIs – scheduling backlog, PM compliance, schedule compliance, etc.
- Perform schedule evaluation and report findings, including the critical path(s), longest path, milestone deviations, and slippage analysis. Assists in developing recovery plans.
- Support Schedule and Cost integration to incorporate schedule-related data into cost management scopes of work

Risk Management

- Proactively identify and assess potential scheduling risks, developing mitigation strategies in collaboration with project teams.
- Monitor and track identified risks, updating contingency plans as needed.

Team Leadership

- Lead and mentor a team of project schedulers, providing guidance on scheduling best practices and technical support.
- Mentor and support junior schedulers to ensure consistent scheduling practices across the team.
- Assign tasks, review work, and ensure team members effectively contribute to project schedules.

Stakeholder Communication

- Facilitate regular communication with project managers, team members, and other stakeholders regarding project schedules and updates.
- Conduct regular status meetings with stakeholders to review and update the project schedule.
- Present complex scheduling information clearly and concisely to diverse audiences.

Process Improvement

- Identify opportunities to optimize scheduling processes and tools to enhance efficiency and accuracy.
- Implement new scheduling methodologies and standards as needed.

Requirements

- Strong proficiency with scheduling software (e.g., Primavera P6, OPC, or similar tools).

- In-depth knowledge of project management principles and practices.
- Exceptional organizational and time management skills.
- Ability to manage multiple projects simultaneously and prioritize effectively
- Demonstrated ability to lead and mentor a team of schedulers.
- Excellent communication skills, both written and verbal.
- Strong problem-solving abilities and a proactive mindset.
- PMP, PMI-SP, or similar certifications are preferred.
- Proficient in Microsoft Office (Outlook, Excel, Word, and PowerPoint).
- Ability to work remotely, as well as travel to client sites regularly.

How to Apply:

Interested candidates are encouraged to submit their resume and a cover letter via LinkedIn or email to info@milestone.us.com. We look forward to hearing how your skills and experience can contribute to our team's success.

Milestone Consultants is an Equal Opportunity Employer.

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