

Senior Project Scheduler

Position Details

Class Code: 7154

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, coordinates, and compiles project statistical data to prepare construction schedules and reports for new construction and modernization programs.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, coordinates, schedules, and directs activities of assigned staff.
2. Develops and maintains the Clark County School District's master schedule for construction management projects.
3. Prepares and disseminates project status reports, charts, and graphs.
4. Coordinates system implementation issues relative to the Master Scheduling process; monitors and analyzes performance; updates systems planning data.
5. Prepares administrative procedures for new construction and modernization scheduling programs.
6. Coordinates schedules and project status reports with architects, planning, project managers, and facility inspectors.
7. Coordinates site visits with project manager(s) to determine and report project status.
8. Recommends project scheduling priorities to administrators.

9. Collects information, determines time estimates/project schedules, and develops project reports.
 10. Provides input for the evaluation of assigned staff.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves coordinating, developing, and supervising construction/rehabilitation/modernization project schedules for buildings, grounds, and equipment installation activities utilizing computer equipment, software, and grids.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computers and construction scheduling software.
 2. Knowledge of construction trades and materials.
 3. Knowledge of construction management principles and practices.
 4. Knowledge of schedule analysis and production patterns.
 5. Knowledge of labor cost estimation and time analysis.
 6. Knowledge of claims presentation, mitigation, and arbitration.
 7. Ability to meet predetermined deadlines.
 8. Ability to supervise and evaluate employees.
 9. Ability to judge when to act independently and when to refer situations to a supervisor.
 10. Ability to effectively communicate verbally and in writing.
 11. Ability to plan, develop, learn, and apply work procedures.
 12. Ability to work flexible hours and shifts.
 13. Ability to work in confined areas.
 14. Ability to withstand heights and perform work safely.
 15. Ability to work cooperatively with employees, vendors/contractors, and the public.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.) and seven (7) years of experience in construction management, project management, and/or project scheduling using construction scheduling software, including three (3) years of construction scheduling; or,
2. Associate degree in Building Technology (construction, inspection, architectural management, etc.) and five (5) years of experience as described above; or,
3. Bachelor's degree in Building Technology (construction, inspection, architectural management, etc.) and three (3) years of experience as described above.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. College transcript(s), if applicable.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months from date printed) issued by the DMV.
5. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Must provide own reliable vehicle to perform job duties.

Examples of Assigned Work Areas

Clark County School District facilities – offices and schools (i.e., classrooms, cafeterias, restrooms, locker rooms, etc.), building rooftops, mechanical equipment rooms, boiler rooms, construction sites, etc.

Work Environment

Strength

Medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demand

Frequent climbing, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Frequent near and far acuity, depth perception, focal length change, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, copy machines, calculators, fax machines, telephones, ladders, blueprints, specifications, district issued/personal vehicles, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/31/23
- Created: 03/14/02