



## **Program Lead Scheduler**

SAFNA Engineering & Consulting is seeking a Program Lead Scheduler with minimum 10 years of experience in Construction Management of Commercial and/or Public Facilities, preferably including Educational Facility Construction.

### **Position Description:**

- Coordinate the preparation of project schedules based on defined project execution
- Perform contractor schedule reviews for contract conformance and quality assurance
- Evaluate contract change orders and amendments for impact on budget and schedule
- Perform time impact analysis on schedule fragments
- Perform Critical Path and Earned Value analyses
- Identify schedule related problems which arise during project execution and recommend corrective actions and creative solutions
- Conduct construction/project site visits for progress reporting
- Review contractor's weekly and monthly schedule progress, prepare narrative of findings, submit and present to management for decision making
- Review and evaluate contractor recovery schedules
- Perform cost analysis in support of design and construction phases of capital projects
- Analyze actual expenditures versus budget performance
- Prepare cost loaded schedule to support comprehensive cash flow projections
- Understand, interpret and apply contracts, policies and procedures within guidelines
- Communicate effectively orally and in writing

### **Minimum Required Qualifications:**

- 10 years of experience in project or program scheduling on large construction programs
- Advanced proficiency in specified software including, but not limited to, Primavera Scheduling Software, MS Office Applications including Excel, Word and PowerPoint.
- Theories, principles and practices of cost engineering and scheduling
- Excellent oral and written communication
- Bachelor's degree in Architecture, Engineering, and Construction Management
- Flexibility in schedule and transportation to work at multiple sites based on assigned schedule and duties

Employment at SAFNA provides a competitive salary based on experience along with paid vacation & sick time, medical insurance benefits and a 401(k) plan.

Contact: Reymundo Trejo, P.E., Executive Director; [rtrejo@safna.com](mailto:rtrejo@safna.com)