

Project Controls Analyst II – Scheduler (Utilities)

This is a Los Angeles based position. There is no budget for relocation. Local candidates preferred.

Essential Job Duties

- Actively communicate with Project Manager, all schedule deviations against plan, risk to project deliverables and provide advice concerning schedule corrections.
- Develop, monitor and update integrated project plans and schedules so that projects can be executed in the most efficient manner possible
- Prepare baseline schedules and schedule basis documents for approval by project teams
- Assess impacts to the critical path and near-critical activities and report to the project team
- Monitor schedule deviations and variances and assist in the developing of alternative methods for corrective action
- Prepare and provide schedule progress reports, trending charts and schedule analysis.
- Maintain record of scope changes, trends and variances that potentially affect schedule performance
- Review schedules with project team members on a regular basis to ensure that accurate and timely data is incorporated in the schedule
- Facilitate project scheduling meetings and/or interactive planning meetings as required.
- Work closely with project Cost Analysts and sub-contractors to ensure accurate reporting.
- Understand scheduling processes, know the critical path of a project through the schedule, the ability to read and understand the schedule and know project stages and milestones.
- Organizing and tracking of documents as they go through the approval process.
- Recognize historical trends and provide predictive forecasting for projects; monitor and modify schedule projections for projects.
- Reviews and processes change orders; assesses impact of changes on contract scope, schedule and budget
- Link the change management process with latest estimate, schedule, communicate outcomes, and make appropriate changes as needed.
- Upon completion of each project, develop and record the project's historical schedule information and lessons learned.
- Must clearly and concisely be capable of presenting project trends and forecast schedule performance reports to management and to make recommendations on strategies to resolve project issues is required.

Job Requirements

- 6-8 years of relevant Project Controls experience on large-scale construction projects.
- Experience of Project Controls planning and scheduling, practices, and procedures
- Project management principles and practices.
- Support overlapping project tasks, issue management, meeting facilitation, document control and monthly status reporting to the Project Management Team.
- Must be able to prepare written communications on technical and non-technical matters for various levels of management.

- Must possess the ability to effectively interact with various departments to maintain open lines of communication.
- Excellent written and verbal communication skills
- Experience working with natural gas pipeline projects is preferred.
- Must be highly proficient in Microsoft Excel, Word and Oracle Primavera P6 software.

Professional Experience Level/Other Qualifications

- BA degree or equivalent experience required. AACE Certification is preferred
- Understanding of Total Cost Management (TCM) techniques and principles, including ability to handle and prioritize multiple projects concurrently.

Job Type: Full-time

Job Location: Los Angeles, CA

Interested parties please send your resume to joe@theCMSolution.com.

About CM Solutions (CMS)

CM Solutions has a passion and focus on project controls for construction projects in Transportation, Energy, Water/Wastewater, and Infrastructure. We hire exceptional people to fill highly-desirable consulting and staff augmentation assignments including cost engineering, CPM scheduling, change management, estimating and claims consulting.

CMS provides a competitive salary, as well as a comprehensive benefits package, including fully covered HMO, PPO or HSA health insurance, dental and vision coverage, 401(k) retirement with matching funds and profit sharing, life insurance, long term disability insurance, and tuition/training assistance, as well as generous paid time off/vacation time.

We truly believe that CMS employees are our most valuable assets and work hard to create an enjoyable and productive work environment that respects and appreciates the professional caliber of our employees.