

FINAL

Job Title	SENIOR SCHEDULER
Closing Date/Time	Fri. 02/21/20 4:30 PM Pacific Time
Salary	\$3,775.84 - \$5,143.28 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Harbor – (CL)

DESCRIPTION: Now accepting online applications only. Apply online 24 hours a day February 7, 2020 through 4:30 p.m., February 21, 2020.

EXAMPLES OF DUTIES: Under limited supervision, the Senior Scheduler is responsible for preparing schedules, reviewing and analyzing schedules prepared by contractors, verifying consultant schedules for the Harbor's Engineering Bureau (EB) program/project portfolio and potential (EB) internal scheduling effort; prepares schedules of varying levels of detail at all stages of the project lifecycle from capital and project planning through construction closeout; prepares Cost-Loaded and Resource-Loaded schedules, as required, and generates cash flow estimates based on established curves; assists with the calculation of Contract Time and Liquidated Damages; prepares for weekly progress meetings by comparing contractors' 3-week look-ahead schedules to the Critical Path Method schedule submittals, identifies potential delays and discusses any potential time impacts during the progress meeting; participates in the capital planning process and annual budgeting process; assists with analysis related to the mitigation of time impacts and works with the contractor to identify ways to make up time; analyzes contractor delay claims following accepted industry standard methodologies to determine entitlement to time extensions; analyzes concurrent delays to determine entitlement to delay damages and advises project participants of findings; supports the construction manager in negotiations with contractors related to the accuracy of their schedule submittals, time impacts, analyses, and other schedule related matters; assists Project Managers and Construction Managers with the estimate of time entitlement for issues identified before receipt of a contractor's proposal; reviews and analyzes contractors' required baseline and monthly schedule update submittals and narratives, prepares a written analysis of the schedule, and verifies that comments are incorporated in next schedule update; attends project planning and team meetings to provide scheduling input, as required; attends pre-bid meetings, reviews design specifications and drawings, visits jobsites and in general performs all tasks necessary to develop preliminary and conceptual construction schedules during planning and design; prepares independent analysis of changes to professional services and construction contracts and compares to contractor time extension requests; prepares a comparative analysis that highlights differences to facilitate their resolution during negotiations; maintains all working documents and data as backup to the determination of Contract Time; verifies Harbor Schedule Review and Time Impact Analysis standards are being followed by Harbor staff and outside consultants and takes corrective action as needed; ensures that schedules meet Harbor Department's Standards; establishes and maintains a database of historical schedules as templates for future similar projects' preliminary schedule; develops and updates Harbor Department's Scheduling Specification Standards, Policies and Procedures, guidelines, forms, templates, contract language, performance metrics and other standards, including scheduling audit function; manages, coordinates or performs the preparation of schedules by others, including internal staff and outside consultants; reports both verbally and in writing on the efforts of the Project Controls Division; performs other related duties as assigned.

REQUIREMENTS TO FILE:

- Bachelor's degree from an accredited college or university with major coursework in Engineering, Architecture, Construction Management, Public or Business Administration or a closely related field **(proof required)***.

AND

- Seven years hands-on scheduling for design and construction of large public works or commercial/industrial projects, working in owner organizations developing schedules and preparing and analyzing schedules on complex construction projects.

Additional related experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-to-year basis.

Additional Requirements to File:

- Thorough knowledge of planning and design processes, and construction techniques.
- Knowledge of scheduling techniques, methodologies, standards, typical production rates, and engineering disciplines.
- Knowledge of Primavera Scheduling software or comparable scheduling software.
- A valid California Driver's License will be required to perform work-related duties, including driving to meetings and work-related events. A valid driver's license and a current DMV driving record must be submitted to the hiring department at time of selection.

***Required documents, such as transcripts, certifications, and/or registrations, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate the field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS:

Registration as a Professional Engineer; certification as a Project Management Professional (PMP); Certified Construction Manager (CCM); Certification as Leadership in Energy and Environmental Design (LEED); AACE Certification as a Certified Estimating Professional (CEP) or Planning and Scheduling Professional (PSP); Engineering in Training (E.I.T.) Certificate; experience with marine projects in a port facility and/or claims experience.

SELECTION PROCEDURE:

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process. Applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination. This is a continuous eligible list, which will expire in six months but may be extended. All applicants meeting the minimum requirements to file will be placed on the eligible list. Applicants

FINAL

receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

If you do not receive notification by February 28, 2020 contact the Civil Service Department at (562) 570-6202.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer.

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02/05/20