

# Project Scheduler

## Position Details

Class Code: 7155

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direction, collects and interprets construction/retrofit project data and prepares work orders, time estimates and project schedules.

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## Essential Duties and Responsibilities

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

1. Develops time estimates and project work schedules.
2. Monitors flow of project schedules to identify abnormal trends and improvement opportunities.
3. Coordinates with various Clark County School District departments to maintain project schedules.
4. Collects information and reports time estimates and project schedules for the development of project reports.
5. Works with District staff, (i.e., construction managers, construction inspectors, department supervisors and state administrators) regarding project schedule changes and/or deviations.
6. Prepares project management schedules using computer software (Oracle Primavera) for long-term projects to document flow of work and actual performance; prepares graphic charts of schedules for other multi-trade projects.
7. Makes recommendations to administrators regarding priority project scheduling.

8. Communicates and provides input to trades/craft staff regarding the usage of alternative materials, supplies, or equipment to meet project deadlines.
  9. Notifies retrofit program management of problems with construction projects or work orders.
  10. Initiates and schedules work orders and construction projects with consideration to school activities, construction, and maintenance schedules.
  11. Coordinates with individuals outside of the department/District to review and update program schedule status.
  12. Coordinates with quality control and construction inspection for approval or rejection of completed work.
  13. Prepares reports to various District departments and outside agencies/entities (i.e., AHERA, contractors, health district, etc.) concerning scheduling.
  14. Submits projects for review by AHERA Compliance Department and adjusts schedule to meet AHERA requirements; ensures compliance during all phases of renovation and clean up.
  15. Confers with public utilities, contractors, and vendors to insure project continuity.
  16. Makes on-site visits to determine and report project status.
  17. Conforms to safety standards, as prescribed.
  18. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves developing construction/project schedules for buildings, grounds, and equipment installation, and producing charts and graphs of schedules utilizing computer equipment, software, and grids.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of computers and software applications that relate to the management of construction schedules, time estimates, and reports.
2. Knowledge of a variety of construction trades and materials.
3. Knowledge of basic management principles and practices.
4. Knowledge of basic building/construction principles and practices.
5. Knowledge of schedule analysis and production patterns.
6. Knowledge of labor cost estimating and time analysis.
7. Ability to meet predetermined deadlines.

8. Ability to judge when to act independently and when to refer situations to a supervisor.
  9. Ability to effectively communicate verbally and in writing.
  10. Ability to plan, develop, learn and apply work procedures.
  11. Ability to work flexible hours and shifts.
  12. Ability to work in confined areas.
  13. Ability to withstand heights and perform work safely.
  14. Ability to work cooperatively with employees, vendors/contractors, and the public.
  15. Ability to recognize and report hazards and apply safe work methods.
  16. 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.).
2. Five (5) years' experience in construction management using scheduling software; or,  
Associate degree in construction management, project management, or project scheduling using construction scheduling software and three (3) years' experience in construction management or construction scheduling.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.).
  3. College transcript(s), if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## 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, etc.

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## Work Environment

### Strength

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

### Physical Demand

Frequent stooping, climbing, crawling, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near and far acuity, depth perception, focal length change. 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, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

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

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## **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: 05/18/23
- Created: 06/01/89