

PROJECT SCHEDULER – JOB DESCRIPTION

NIBBI SUMMARY

Nibbi Brothers General Contractors is a dedicated team of construction professionals servicing our clients and community by building safely with integrity, innovation and quality. Our core markets include commercial, civic, seismic retrofits, historic restoration, waterfront structures, education, housing, hospitality, and community based facilities. Nibbi self-performs several scopes of work and has a structural concrete division. Nibbi Concrete partners with Nibbi's general contracting business, as well as other Bay Area General Contractors. Over 95% of our projects are negotiated, ranging in size up to \$150 million.

At Nibbi we provide dynamic career opportunities and mentoring for our employees. We encourage leadership training and continuing education at all levels. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect, and promoting a strong work / life balance. We continuously strive to recruit, develop, and retain the best talent.

POSITION SUMMARY

The Project Scheduler's primary responsibilities are to manage all project schedules in Business Development, Preconstruction, & Operations and to provide P6 training and support to preconstruction and project management teams. Regular visits to all job sites is required. This position reports to the Vice President of Operations.

ESSENTIAL FUNCTIONS

- Be a primary consultation resource to preconstruction and project teams for project scheduling.
- Have advanced knowledge of P6.
- Serve as P6 in-house trainer and support for Nibbi employees.
- Promote Nibbi's standards of quality and safety.
- Represent Nibbi in a professional manner.

RESPONSIBILITIES

- Prepare design and preconstruction schedules for RFP responses.
- Develop baseline construction schedules at the start of all Nibbi projects.
- Regularly attend meetings with preconstruction, project teams, management, and clients.
- Coordinate meetings with all project teams to generate monthly or bi-weekly schedule updates.
- Provide analysis of schedule updates for upper management across all active construction projects.
- Produce schedule reports & narratives for schedule updates to present to Clients across all active construction projects.
- Develop time impact analysis reports and recovery schedules.
- Incorporate resource and/or cost loading data into schedules.
- Build schedule fragnets within each project schedule.
- Integrate schedules between Nibbi General & Nibbi Concrete supporting the OneNibbi culture.
- Regularly meet with Preconstruction Department to update internal PreCon tracking schedule.

- Maintain the Operations Tracking Schedule and provide reports for upper management.
- Lead Pull Plans for project teams to promote LEAN principals
- Be the in-house P6 and lean pull-scheduling resource providing training and development to project team members.
- Work with business development and preconstruction departments to develop budgets and logistic plans for RFPs and RFQs.
- Assist IT in management of Nibbi's P6 database.
- Other related duties as assigned or needed.

QUALIFICATIONS

This position requires a minimum of 6-8 years of construction industry experience. Candidates must have a solid understanding of scheduling in the construction industry and a general understanding of building process. Key competencies are leadership, initiative, communication, teamwork, managing for results, and coaching & mentoring. **Technical Skills:** Primavera P6, MS Office Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of this job. While performing the duties of this job the employee may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes or airborne particles, exposure to dust and asphalt, and moving mechanical parts. There may be occasional exposure to toxic or caustic chemicals. Conditions can also include risk of electrical shock and risk of vibration. The noise level in the work environment can often be loud.

The Project Scheduler is regularly required to:

- Walk, climb stairs, sit, and stand.
- Talk and hear at normal levels.
- See with close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus.

COMPENSATION & BENEFITS

Comprehensive medical, dental, and vision
 Flex plans
 Life insurance
 Supplemental insurance plans
 401K with employer matching
 PTO

Holidays
 Incentive compensation bonus
 Educational reimbursement
 Student loan repayment assistance
 Vehicle allowance

Nibbi Brothers is an equal opportunity employer