

## Scheduler

Sheladia Associates is currently seeking a Scheduler. Ideal candidates provide scheduling and planning services to develop work plans and new work processes to improve work planning and coordination agency-wide. Responsibilities include, but are not limited to:

- Preparation of project needs based on analysis of work required and input from maintenance work group
- Preparation and presentation detailed work execution schedules (march charts/time-location diagrams)
- Support to work groups in determination of needs and logistics for materials and equipment handling, storage and staging;
- Support for assessment of work-arounds/contingency planning for major work events;
- Support annual and long-term capital project planning

### Minimum requirements:

- Minimum 5 years demonstrated experience in construction and/or rail maintenance and ability to evaluate and develop complex schedules.
- Minimum of five years of construction and/or engineering related experience, with associate degree or above.
- Proficiency with Microsoft Office (Excel, Word, Outlook), Primavera 6 (P6) is required.
- Experience with Tilos and Procore is preferred.
- The person must be able to work periodically in the field around operating equipment and field / construction experience.
- Good communication skills also required.

Sheladia Associates, Inc. offers a competitive salary along with an excellent benefits package.

### How to Apply:

Applications should include a CV and cover letter. Successful candidates must be authorized to work in the US without sponsorship. This position is open until filled.

Please send CVs to [jobs@sheladia.com](mailto:jobs@sheladia.com) -- include "Scheduler" in the subject line.

Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.

*Equal Opportunity and Affirmative Action Employer*