



Wagner Consulting Group, Inc.  
350 Rhode Island, Suite 240  
San Francisco, CA 94103  
415-767-3682

**POSITION TITLE: SCHEDULER 03**  
**POSTING NUMBER: WS001**  
**POSITION TYPE: FULL TIME EXEMPT**

**POSITION OVERVIEW:**

Develops, establishes, and maintains all aspects of the cost control effort and/or the planning/scheduling effort on one or more of the larger, more complex and demanding projects. Incumbent utilizes his/her broad experience, expertise, and exposure to various types of company projects and clients.

**SPECIFIC RESPONSIBILITIES:**

- Provides guidance, direction, and specialized assistance for the resolution of difficult and complex project control problems.
- Interfaces with clients, attends regular meetings, and provides statistical reports.
- Provides project and company management with the necessary tools for project cost control.
- Development of the work breakdown structure, interfacing with all affected departments.
- Analysis, evaluation, forecast, and reporting of schedule status against an established baseline
- Analysis, evaluation, and forecast project costs and performance.
- Coordinates staffing requirements, assigns and supervises project work activities, and trains personnel.
- Completes performance reviews and provides personnel development for the assigned employees.
- Accumulates and accesses historical data, such as performance experience, for use in maintaining a realistic basis for future planning and forecasting.
- May lead a staff qualified to assess the impact(s) of design/construction changes and schedule slippages.
- Develops or maintains an established system to show the hierarchy of plans and schedules; keeps project and company management fully informed.
- Customizes project control systems to meet specific project requirements.
- Performs other responsibilities associated with this position as may be appropriate.

**EDUCATION/EXPERIENCE:**

4-year degree in Engineering or Construction Management or related field (or equivalent experience)  
10-12 years of related work experience.

**SKILLS/COMPETENCIES:**

Requires basic engineering knowledge in electrical, mechanical, civil, or a related field. Proficient PC skills including proficiency in Oracle P6, MS Project, various project controls software and Microsoft Office Suite. Must have potential to perform in a lead capacity, as well as familiarity with industry practices.

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WCG is an equal opportunity employer committed to diversity in the workplace. Minority/Female/Disabled/Protected Veteran/LGBT

WCG is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to an individual's race, color, religion, national origin, ethnicity, union affiliation, age, sex, sexual orientation, gender identity and expression, pregnancy, employable physical or mental disability, veteran status, genetic information, immigration status, or any other basis protected by all applicable laws