

Philip D. Murphy, Governor
Tahesha L. Way, Lieutenant Governor
Francis K. O'Connor, Commissioner
Kevin S. Corbett, President & CEO



VACANCY ANNOUNCEMENT

Construction Scheduler

Posting #: 8250	Issue Date: 10/10/2024	Closing Date: 12/31/2024
Location: Newark, NJ		
Salary: To be discussed with recruiter		

Position Summary

This role is responsible for managing the Primavera P6 capital project portfolio and collaborating with Program and Construction Managers to assess and implement goals, responsibilities, policies, and procedures related to schedule and resource management of projects. It encompasses enterprise and project scheduling, cost estimates, administration management, audit management, forensic scheduling, and integration of operational management plans and resources. The role oversees, monitors, and evaluates the overall program schedule of projects, coordinating with consultants, stakeholders, and contractors working for the organization.

General Description

Roles and Responsibilities:

- Manages Primavera P6 capital project portfolio; works with the Program and Construction Managers to evaluate and implement goals, responsibilities, policies and procedures related to schedule and resource management of projects.
- Performs enterprise and project scheduling, cost estimates, administration management, audit management, forensic scheduling and integration of operational management plans and resources.
- Oversees, monitors and evaluates the overall program schedule of projects; coordinates and monitors the schedules of consultants, shareholders and contractors working for the Agency.
- Coordinates the delivery of services, develops performance measures, manages productivity to improve operations and services during capital construction; participates in the identification, analysis and resolution of problems, issues and conflicts pertaining to the capital construction program.
- Manages the allocation of resources to achieve timely outcomes and measurable goals including resource allocation.
- Analyzes contractors' construction schedules to identify any duration or logistic issues, reviews time impact due to proposed changes, and provides support for construction claims and change orders.
- Prepares, coordinates and administers schedules for capital programs; monitors actual hours versus budgeted hours; provides senior management with practical options and recommendations regarding potential schedule over-runs or other schedule issues; and participates in other schedule-related activities.
- Prepares or oversees the preparation of reports, memoranda and correspondence; makes presentations.

Education, Experience, and Qualifications:

- Bachelor's degree in Engineering, Architecture, Construction Management or Business
- A minimum of four (4) years of experience in development and review of construction schedules is required.
- Full-time experience managing Primavera P6 software for facilities, transit, rail, bridge, facilities, highway or underground construction projects is preferred.
- One year of closely related work experience can be substituted for each year of education required.
- Excellent written and oral communication skills are required. Hazardous Waste Operations and Emergency Remediation Standard (HAZWOPER) certification is required within six months of obtaining position.
- Demonstrated experience in Microsoft Office (Outlook, Excel, Word, Teams and Access) required.

- Excellent oral and written communication skills and strong presentation and training skills required.

Certificates, Licenses, Registrations, & Working Environment

- Valid Drivers License
- Extremely likely that jobsite visits will be required to understand the projects.
- Projects are state-wide.

At NJ Transit, you will enjoy a competitive salary and excellent benefits package:

- Comprehensive Family Health Insurance – Medical, Prescription, Dental, Vision
- Flexible Spending Account
- Life Insurance
- Paid Leave
- Tuition Assistance
- Pre-Tax Commuter Benefits Plan
- Retirement Plans
 - 401(a) - Retirement plan with a 6% employer contribution
 - 401(k) - Retirement saving plan with up to an 3% company match
 - 457(b) - Deferred Savings Plan

At NJ TRANSIT, diversity and inclusivity are vital to our success as are committed to hiring individuals from diverse backgrounds, experiences, abilities, and veteran status. As an Equal Opportunity Employer, we encourage all qualified applicants to apply and join our team.

NJ TRANSIT adheres to the NJ First Act. To learn more, click [here](#).

Apply Today!

Only applications submitted through the NJ TRANSIT Career Portal will be reviewed:

[Construction Scheduler](#)

Contact Information

1. Log in to your [NJ TRANSIT Career Portal](#) to check your application status
2. Check your inbox (and spam/junk folder!) for important information or next steps
3. Email NJTSR@njtransit.com with general questions

Disclaimer: Please note that NJ TRANSIT has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.