



Position: Senior Scheduler

MOCA Systems is a rapidly growing, nationally recognized Project and Construction Management firm that provides owners with Project Controls service (cost estimating, scheduling, and claims / changes analysis),

MOCA project and construction management services are based on existing cost and scheduling tools such as *Primavera*™ and our proprietary *MOCABuild*™ which simulates the construction project for more refined cost estimates integrated with labor-driven schedules.

With MOCA experiencing unprecedented growth, we are actively seeking a Senior Scheduler for construction programs through contract awards and design completion.

Interested candidates should have a thorough **understanding of construction principles**, to **develop baseline cost and change order estimates** at concept, schematic, DD and final phases. The successful candidate(s) will support and augment existing project team in the **development of schedules, and budgets** using standard cost and scheduling applications augmented by the MOCABuild project controls system.

Do you meet the Key Requirements?

- Four-year college degree (B.S.) **Required**
- At least 5 years of scheduling experience using Primavera Project Planner **Required**
- Experience scheduling engineering design phase services to a high level of detail is preferred.
- 2-3 years of cost estimating experience **Preferred**
- Demonstrated MS word processing and **Excel proficiency**
- Experience and interest in developing detailed program budgets and schedules
- Government experience is a plus
- **CCE, CCC, PMP or PE certification is a plus**
- Experience with Timberline, PACES,
- RS Means or MCACES is a plus.

Are you able to perform the typical duties and responsibilities this job requires?

- Review all documents and site conditions to become familiar with the project
- Primary responsibility is to use Primavera full-time for scheduling and reporting.
- Assess A/E and client submitted project schedules
- Review all schedule data to provide continuity and direction for a project
- Develop accurate and clear construction schedules based on project data
- Deliver schedule report presentations
- Conduct site inspections and, if necessary, advise scenarios to correct schedules
- Act as a QA / QC delegate for other projects you are not necessarily directly involved with
- Supervise and guide a team of junior schedule personnel
- Maintain a computerized construction program schedule for use by construction managers along with other team members
- Ability to communicate clearly with a wide variety of technical professionals.