



Position: **Scheduling Technician – West Valley, New York**

MOCA Systems is a nationally recognized program and construction management firm that greatly improves project performance. We provide a unique approach to project controls (cost and schedule management) that helps owners more consistently achieve better within-budget and on-time project performance.

With MOCA experiencing steady growth, we are actively seeking a Scheduling Technician to work with our client, the US Department of Energy, Office of Environmental Management (DOE-EM) at West Valley Demonstration Project in West Valley, New York. Interested candidates should have a thorough understanding of critical path scheduling techniques and construction principles, to develop and maintain project schedules using Primavera P6 for DOE-EM projects.

**Qualities you will have if you are a great candidate:**

**Required**

- 5 years of progressive experience in construction related field.
- 2+ years of scheduling experience using Primavera
- Scheduling experience related to large scale environmental clean-up related to radioactive contaminated sites and facilities
- Experience using Primavera (P6) software
- Basic understanding of construction project management and CPM scheduling with an emphasis on the evaluation of contractor pay applications, claims and change orders
- Understanding of the Department of Energy Office of Environmental Management project management G 413.3 Guides
- Proficiency in Microsoft Word and Excel (Proficiency in PowerPoint is desirable)
- Experienced in reading contract drawings and specifications
- Experience in developing, updating and evaluating cost loaded construction schedules
- Ability to evaluate/validate schedule progress through job site walks and job observations
- Experience preparing schedules for impact to pricing and negotiating change orders
- Experienced preparing recovery schedules
- Ability to interact directly with clients
- Self starter, able to work with minimal supervision
- US Citizenship mandatory
- Detail oriented, analytical and clear communicator

**A Plus**

- Associates Degree, Construction Management or related field
- Q or L Security Clearance
- Primavera Certification
- Experience with Integrated Master Scheduling (IMS)
- Ability to obtain AACE International Project Scheduling Professional Certification within six months of starting work
- Claims Analysis experience

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

- Support the development of critical path schedules, resource and cost loaded.
- Progress current schedules in accordance with client requirements.
- Analyze, evaluate, and forecast current status against an established baseline schedule.
- Maintain an Integrated Master Program Schedule that includes multiple projects and dependencies.
- Work closely with Sr. scheduler and project management team to prepare project schedules using Primavera (P6) scheduling software.
- Communicate clearly with a wide variety of technical professionals.

Please visit our website [www.MOCAsystems.com](http://www.MOCAsystems.com) for more information about benefits, career opportunities and life at MOCA Systems

For immediate consideration please send Resume, Cover Letter AND Salary History/Requirements to Resumes@mocasystems.com