



8275 SAN LEANDRO STREET | OAKLAND, CA 94621 | P: (510) 632-3173 | F: (510) 632-0732

Schedule Engineer

Monterey Mechanical:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 80 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary

Position Summary:

Supervised by Senior Project Manager; responsible for the creation and management of the construction schedule from post bid through construction.

Responsibilities:

- Prepare and build all project schedules collaboratively with the project teams.
- Participate in all phases of construction planning and scheduling process, including creating contracts, procurement, baseline, and track schedules.
- Participate in pursuit opportunities with business development, including interviews, presentations, and the creation of proposal schedules.
- Perform job walks to review job status and apply construction sequencing knowledge to maintain project schedules accurately.
- Identify and effectively communicate schedule challenges, risks, and conflicts to stakeholders and provide corrective suggestions and creative solutions.
- Assists project teams in schedule sequencing, methods of construction, project delays and impacts, alternate work plans, and recovery schedules.
- Participate and provide feedback in project pre-planning, post-construction, and monthly project status review meetings.
- Develop and facilitate schedule training programs for internal team members or foremen to ensure that the work performed complies with contractual agreements.

- Performs other duties as assigned.

Qualifications:

- Collaborative team player.
- Have four years of construction project scheduling experience or equivalent project management/scheduling experience in a related position.
- Proficient in Microsoft Office applications.
- Proficient in Primavera (P6) Software(preferred), Procore, SAP, or other construction project management software or are willing to learn.
- Can read and understand plans, drawings, and specifications.
- During job site visits, you can recognize areas of concern and potential improvements to schedule sequencing.
- Have a strong knowledge of construction means and methods, scheduling software, and implementation.
- Have strong knowledge of work activity sequence, durations, and critical path method.
- Possess strong communication and interpersonal skills.

Physical Requirements:

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 10 to 20 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

Salary Range:

\$90,000 to \$120,000 Annually

- Pay may vary based upon relevant experience, skills, location, and education among other factors.

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.