



**THREE RIVERS**  
CORPORATION

**More Than Construction**

**Job Title:** Construction Project Planner/Scheduler

**Job Responsibilities:**

- Work closely with Owner, Designers and Project Managers to develop and maintain detailed resource loaded schedules of Design/Build construction projects using MS Project 2016
- Integrate multiple schedules into a master project schedule, base line, status, and perform measurement baseline.
- Develop and maintain summary level schedule reports: Gantt, milestone charts, and other tools used to support critical path analysis, near-term tasks work, priority based resource allocations, performance variances, and to support cost/schedule integration.
- Gather and analyze information to prepare reports on the progress of projects. Frequent on-site visits to review construction progress required.
- Support the project management team in the planning, tracking, analysis, and reporting of projects, including dashboard maintenance.
- Work in collaboration with project management team to drive consistency of the project scheduling approach to facilitate accuracy in project execution and reporting.
- Troubleshoot and monitor potential scheduling problems.
- Maintain accurate records/paperwork.
- Facilitate and participate in weekly schedule reviews.
- Training of Foremen, Superintendents & Project Manager to learn, or increase skills in, project scheduling company wide.

**Qualifications:**

- Minimum of 5 years of construction project management experience
- Minimum of 5 years of experience using MS Project or Primavera P3 or P6 and MS Excel
- Subject matter expertise using MS Project to manage an integrated master schedule and the supporting detailed schedules
- Extremely proficient in MS Office
- Superior interpersonal and demonstrated facilitation skills, including the ability to motivate and influence others, build effective interpersonal relationships, and be able to foster and contribute to a positive and productive team environment
- Creative and innovative with assignments. Demonstrate flexibility and adaptability in work style to better respond to multiple requests/tasks and handle sudden changes in priorities. Able to embrace and participate in change initiatives.
- Strong organizational, analytical, and writing skills, to include solid experience in writing functional and technical specifications.
- Excellent communication skills.

**Education:**

- Bachelor's or equivalent degree/experience combination in construction and/or engineering.

**About us:**

Three Rivers Corporation is a growing Michigan based company providing design/build and construction services specializing in institutional, commercial, industrial, petrochemical construction, and building maintenance services. Our success is by the cooperative efforts of the company's highly skilled workforce, high performance management team, company/customer teamwork, and to provide professional growth opportunities for team members in the organization. We are looking to expand our staff with talented and motivated individuals looking to take on new opportunities.

Send Cover Letter and Resume to:

[Jobs@trccompany.com](mailto:Jobs@trccompany.com) (Reference job #2017-02)



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