

Job Title: Lead Scheduler

Project: Wastewater Treatment Plant expansion

Category: Project Control Support

Duration: 1 year (with the possibility of extension up to 5 years)

Location: Remote, Canada

Eligibility: Must be legally authorized to work in Canada without sponsorship.

About the Role

We are seeking an experienced and strategic Lead Scheduler to oversee the planning, scheduling, and schedule assurance function for a major capital infrastructure program valued at over \$1B. This is a high-impact role that requires strong leadership, technical expertise, and the ability to collaborate effectively with project managers, scientists, engineers, contractors, and other key stakeholders.

As the Lead Scheduler, you will establish and maintain scheduling governance, drive schedule development and analysis, and ensure alignment with the client's Project Controls Framework. You will also mentor a team of schedulers and serve as the primary subject matter expert on all scheduling matters throughout the program lifecycle.

Scheduling Leadership & Governance

- Lead the planning, scheduling, and schedule assurance function for the program, providing direction and oversight to a team of schedulers while liaising with Project Managers, Scientists, and Engineers
- Establish and maintain scheduling governance, processes, standards, and best practices in alignment with the client's Project Controls Framework
- Ensure consistent application of scheduling requirements across all projects, contracts, and delivery teams
- Act as the primary scheduling advisor and subject matter expert (SME), providing strategic schedule oversight and guidance to project leadership, contractors, consultants, and stakeholders
- Facilitate onboarding and knowledge transfer sessions for consultants and contractors to ensure alignment with project scheduling requirements, standards, processes, and reporting expectations
- Facilitate interactive planning sessions with key stakeholders to establish baseline agreement and align project scope, schedule, and milestones

Schedule Development, Analysis & Control

- Establish, implement, and maintain the Program-Level Work Breakdown Structure (WBS) in alignment with client guidelines to support planning, scheduling, reporting, and performance management, while supporting CBS and PMIS (TUC) integration

- Take ownership of the Program Integrated Master Schedule (IMS), ensuring its development, integration, accuracy, and alignment with program objectives and delivery milestones
- Identify Owner activities and integrate them into the IMS to ensure alignment with project milestones and delivery objectives
- Ensure the IMS supports effective decision-making, forecasting, risk management, and performance reporting
- Monitor schedule performance, conduct Critical Path Method (CPM) analysis, forecasting, and risk assessments, and identify mitigation strategies
- Review contractor schedules for logic, critical path integrity, resource planning, and contractual compliance

Standards, Compliance & Change Management

- Ensure compliance with client scheduling standards, including WBS/CBS structures, progress measurement, and reporting requirements
- Conduct schedule quality reviews, audits, and health assessments while driving continuous improvement
- Evaluate schedule impacts arising from changes, delays, and disruptions, and support recovery plans and Extension of Time (EOT) evaluations

Schedule Analysis, Risk & Forecasting

- Assess schedule impacts arising from scope changes, design revisions, procurement delays, and construction issues
- Analyze delays and schedule changes to determine critical path impacts and forecast completion dates
- Support change management and schedule recovery planning, including EOT evaluations
- Prepare and maintain schedule risk analysis models based on the Integrated Master Schedule (IMS)

Impact Assessment & Change Management

- Assess schedule impacts arising from scope changes, design revisions, procurement delays, and construction issues.
- Analyze delays and schedule changes to determine critical path impacts and forecast completion dates.
- Support change management and schedule recovery planning, including EOT evaluations.

Claims, Reporting & Stakeholder Management

- Perform forensic schedule analysis, delay assessments, and Time Impact Analyses (TIA), and support claims and dispute resolution
- Prepare executive-level reports, forecasts, dashboards, and risk assessments for senior leadership
- Facilitate schedule reviews and collaborate with project, engineering, construction, procurement, and project controls teams

Leadership & Team Management

- Lead, mentor, and develop a team of project and senior schedulers
- Establish workload priorities and ensure consistent scheduling standards across the program

Preferred Qualifications & Experience

- Bachelor's degree in engineering, Construction Management, Project Management, or a related discipline
- 10+ years of scheduling experience on major infrastructure projects, including 5+ years in a leadership role
- Advanced expertise in Primavera P6 with strong knowledge of CPM, schedule risk analysis, contractor scheduling, and integrated project controls
- Experience delivering major capital projects exceeding \$200M in construction value
- Experience in water, wastewater, or other public infrastructure programs
- PMP, PSP (AACE), PMI-SP, or similar certification is an asset
- Experience with schedule risk and claims analysis

Core Competencies

- Strategic Planning & Execution
- Leadership & Team Development
- Stakeholder Engagement & Communication
- Critical Thinking & Problem Solving
- Program Controls, Risk Management & Continuous Improvement

How to Apply

Please send your resume to

admin@globalassetcare.com

Attn: Yulini Arediningsih

Office Manager

Global Asset Care Inc.