

# Optivus Proton Therapy, Inc.

## Job Description

**Job Title:** Senior Project Scheduler  
**Department:** Project Management  
**Reports To:** STL, Project Management Team  
**FLSA Status:** Exempt

### SUMMARY

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Responsible for producing and maintaining multiple project schedules and earned value management reports for Project Managers and project specialization team leads. Analyzes and coordinates changes to minimize project impacts, and participates in and implements change management decisions with Project Managers and Executive Officers that contribute to the effective execution of projects.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>Evaluation Factor</b>
• Incorporate and maintain financial and earned value data that is integrated with respective project schedules.	25%
• Develop all new project schedules, and maintain existing schedules with regular monthly updates.	25%
• Integrate and maintain all projects into the company's master schedule (tier 1) on a regular basis.	10%
• Generate monthly, project-specific earned value reports for Project Managers and Project Specialization Leaders.	10%
• Generate monthly, project-specific schedules for Project Managers and Project Specialization Leaders.	10%
• Provide feedback to Project Management on schedule changes to assist in identifying emerging impacts and risks.	10%
• Provide composite schedules across multiple projects for manufacturing, procurement, and installation efforts.	10%

### QUALIFICATIONS

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- Ideal candidate will have 10 or more years of schedule development and earned value data management experience on large, complex, long-duration projects in aerospace, energy, civil engineering, or comparable industry environments.
- Ability to extract and summarize data from a financial database and to generate earned value and variance reports.
- Strong oral and written communication skills.
- Proficient with MS Project (required) and Excel.
- Ability to organize and coordinate data for multiple projects and all related tasks.
- Ability to use logic and common sense to determine most effective and efficient method of completing critical action items.
- Ability to work independently and interact professionally with Project Managers, team leaders, and engineering staff.

### SUPERVISORY RESPONSIBILITIES

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- Not applicable

### EDUCATION AND EXPERIENCE

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- Bachelor's degree or equivalent from a four-year college or technical school; or four years of related experience and/or training; or equivalent combination of education and experience.

### LANGUAGE SKILLS

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- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondences, or procedure manuals. Ability to effectively present information and respond to questions from project team members, company managers, clients, customers, and the general public.

### MATHEMATICAL SKILLS

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- Ability to perform basic analytical assessments and calculations using fractions, proportions, percentages, areas, etc.

### REASONING ABILITY

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- Good critical thinking skills, with an ability to solve problems and deal with a variety of variables in situations where limited standardized processes sometimes exist. Ability to interpret instructions furnished in written, oral, diagram, or schedule form.

### PHYSICAL DEMANDS

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- None

### WORK ENVIRONMENT

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- General office environment.