

## **Title: Scheduler**

**Location:** Natick, Massachusetts

**Position Status:**  Full Time     Part Time

### **Work Schedule:**

Regular hours are Monday - Friday between the hours of 8:00 am - 5:00 pm. Employees may need to adjust work hours to meet customer missions and during surge situations.

### **Brief Job Description:**

Develops and supplies optimal time, cost, or logistics networks for program evaluation, review, or implementation

### **Duties and Responsibilities:**

- Formulates and applies mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions.
- Collects and analyzes data, then develops decision support software, service, or products.
- Provides expert guidance and implementation and management of integrate scheduling tools.
- Develops, maintains, and conducts analysis on Integrated Master Schedules (IMS) and Integrated Master Plans (IMP).
- Integrates all program activities, associated interdependencies, durations, and resource requirements to construct and maintain a program level IMS.
- Provides expertise and reporting in scheduling, critical path analysis, and program coordination.
- Supports government associates in the development and maintenance of program IMP and IMS and develop briefings on specific IMS and IMP processes.
- Conducts regular detailed analysis for major Program Events.
- Analyzes key intermediate milestones in order to provide status updates to the Integrated Master Plan (IMP).
- Provides "what if" analysis using standard schedule analysis methodologies and potential courses of actions with forecasts and risks assessments due to program changes or external influence showing an impact to critical path.
- Performs analysis on prime contractor IMS submissions to ensure compliance with contractual requirements.
- Performs other tasks as needed

### **Education, Experience and Qualifications:**

- Must have a minimum of two (2) years of experience preparing Integrated Master Schedules supporting Department of Defense Acquisition Programs, other Federal Agency scheduling efforts, vehicle development, or vehicle system development.
- Should have seven (7) or more years of experience in developing integrated master schedule, analyzing critical paths within schedules, developing and presenting schedule metrics, and analyzing and managing schedule data for complex programs exceeding \$2,000,000 in value.
- Should have Project Management Institute (PMP) certification
- Should have three (3) years or more experience working with Microsoft Project or other schedule software (i.e. Open Plan, Primavera, Milestones Professional)
- Must have a Bachelor's Degree in a related field
- Must pass a background check and drug screening
- Must be able to obtain and maintain a DoD Security Clearance

- Punctuality and regular attendance are required
- Grooming and dress must be appropriate for the position, must not be of an offensive nature, and must not impose a safety risk to self or others
- Demonstrates positive, polite, and professional behavior at all times when dealing with co-workers, customers, and all levels of management
- Communicates using clear, concise, and accurate English, both verbal and written are required

**Physical Requirements:**

Work may involve sitting or standing for extended periods of time. Position may require typing and reading from a computer screen. Must have sufficient mobility to include but not limited to: bending, reaching, climbing, turning, and kneeling to complete daily duties in a timely and efficient manner. There is a possibility that due to parking availability and location of work, walking moderate to long distances may be required. Must be able to lift, move, and transport items frequently over 15 pounds.

**Work Environment:**

Generally, work is conducted in an inside office environment, but may also involve some outside work depending on the task. The inside environment may be a cubicle or office with close quarters, low to moderate noise, and bright or dim lighting. Outside work may include various environmental conditions including warm and cold climates and while on travel, some work may be conducted outside for military customers.

**Other Essential Functions:**

Employees may be required to travel for work related tasks. Reliable transportation to office or work site is required. When operating any vehicle for work purposes, the employee must wear a seat belt at all times. The use of cellular devices while operating a vehicle is prohibited.

**T&W Operations is an equal opportunity employer. The company will provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, genetic information, military status, sexual orientation, gender identity or any other characteristic protected by applicable federal or state law. This policy applies to all terms, conditions, and privileges of employment and all policies of the company**

**At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of the company and are subject to termination at any time, for any reason, with or without notice, and with or without cause. Employees who do not have an individualized written employment contract or a collective bargaining agreement are employed at the will of the company and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time for any reasons.**