

Find your purpose. Make an impact.

Senior Project Controls Scheduler

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

The Senior Project Controls Scheduler plays a key role in leading project scheduling efforts, ensuring successful execution of projects within scope, budget, and timeline by integrating factual data with projections and forecasts to provide the scheduling manager and project teams with the best interpretation of the anticipated timelines to make critical project decisions on a timely basis. Primary duties include:

- Responsible for project planning and scheduling, progress measurement, and related reporting.
- Review and comment on Contractor's baseline and monthly schedules based on the contractual obligations and Project management standards.
- Participate in the creation of baseline schedules and basis documents.
- Develop and maintain detailed project schedules, including interdependencies, critical path, WBS coding, resource loading, and progress measurement.
- Develop and maintain the project progress measurement system (SPI & CPI).
- Implement project change management procedures, including analysis of variation order and schedule delay analysis among others.
- Maintain detailed and accurate scheduling documentation and ensure timely dissemination to relevant parties.
- Support Project managers & Scheduling Lead with regular reporting on all aspects of project management, including but not limited to what-if scenarios.
- Automate and streamline reporting using tools such as Power BI, and custom dashboards for real-time insights.
- Drive continuous improvement of scheduling processes, systems, and tools in line with industry best practices.
- Establish and maintain effective working relationships with contractors and cross-functional internal teams.
- Identify Schedule issues, participate in the issue management process, and implement mitigation measures.
- Interface with Contractors to communicate project requirements and determine best for project solutions to issues.
- Proactively identify and effectively communicate cross-discipline/scope/party interdependencies. Raise concerns or conflicts for resolution with the impacted parties.

Qualifications

- A degree in Engineering/Construction with at least 10 years experience in large scale project execution, Project Planning and Scheduling.

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- Project Management Professional (PMP) or AACE accreditation is required.
- Advanced proficiency in Oracle P6 Primavera is required.
- Advanced proficiency in Microsoft Office Suite (Excel, PowerPoint, Outlook, Access, MS Project) is required.
- Experience in Transit large scale is preferred.
- Knowledge of applicable Project Management Institute (PMI) and Association for the Advancement of Cost Engineering (AACE) standards and procedures for project controls and project management.
- Project management certifications such as a Program Management Professional (PgMP), Certified Associate in Project Management (CAPM), Scheduling Professional (PMI-SP), Planning and Scheduling Professional (PSP), Certified Cost Professional (CCP) are valuable assets.
- Proficiency in Microsoft Power BI and Tilos are considered an asset.
- Experience with a risk analysis software is also considered an asset.
- Strong expertise in cost control, budgeting, cash flow management, and resource planning are desired.
- Experience with InEight Estimate and/or Cost modules is considered an asset.
- Proven ability to manage relationships and workload in a complex mega-project environment.
- Success in this position requires a demonstrated high attention to detail; the ability to work effectively both independently and within a multi-disciplinary team; excellent collaboration, communication, organizational, and analytical skills; and strong communication skills.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Workstyle

- This position works full time from the office, with no remote work options available.

Position and Pay Information

- **Business Unit:** Green Line
- **Union:** CUPE Local 38
- **Position Type:** 1 Permanent
- **Compensation:** Pay Grade 11 \$46.21 - \$61.78 per hour
- **Hours of work:** Standard 35 hour work week
- **Days of work:** This position works a 5-day work week with 1 day off in a 3 week cycle.
- **Location:** 411, 1st Street S.E.

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- **Audience:** Internal/External
- **Apply By:** October 13, 2026
- **Job ID:** 315347

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