



Planner/Scheduler

Kerman Contracting Pty Ltd (Kerman) is a successful West Australian based company, specialising in the design and construction of major industrial projects associated with Mining and Infrastructure sectors throughout Australia.

Position Summary

The Planner Scheduler will be responsible for developing and maintaining a detailed project schedule in accordance with the Contract schedule, production and operational strategies, and objectives established by the Project Management Team.

The suitable candidate will have at least 5 years' experience in Planning and Scheduling, preferably in P6 and have a Building Construction background, knowledge of Extension of Time claims and has commitment to delivering works to high standard.

Duties and Responsibilities Include:

- Developing and maintaining the detailed project schedule in accordance with Contract schedule, production and operational strategies, and objectives established by the Project Management Team
- Providing technical expertise in the planning and scheduling of all activities within the project scope
- Recast the project estimate to establish the project budget in line with the intended contracting and procurement strategy.
- Prepare contract documents for client/suppliers and sub-contractors.
- Administer sub-contracts in accordance with the sub-contract documents.
- Identify variations, submit the notification to the client and keep notifications to the client current to avoid contractual time bars - understand the contract in this regard.
- Measure and price variations and prepare the variation quotation submission.
- Draft contractual cover letters for Variations (VQ), Notices of Delay (NOD), Extensions of Time (EOT) and Technical Queries (TQ).
- Assist the Project Manager in preparing weekly and monthly progress reports for the client.
- Generate monthly project costs reports.
- Liaise with sub-contractors to ensure all relevant insurances are current and legal, i.e. workers compensation.
- Liaise with Kerman Head Office support team.
- Finalise claim / investigation and update information in the system.
- Stay informed and up to date with any changes relating to Australian Standards/Regulations, Applicable legislations and Construction Contracts.

Core Competencies

- Familiar with Australian standards and contracts
- Work effectively with team/work groups or those outside formal line of authority (e.g. peers, senior managers) to accomplish organisational goals
- Highly proficient in the use of either Primavera P6 version 8.3 or above,



- Knowledge and expertise of construction procedures, planning practices, standards, systems and process relevant to the operations of the project
- Ability to generate solutions to work problems
- Display a level of technical skills/knowledge in job related areas and keep abreast of current developments and trends in the area of expertise
- Appropriate technical or trade qualifications
- Excellent communication and report writing skills
- Exceptional organisational and time management skills
- Team player but also able to work autonomously

Qualifications

- Tertiary qualifications in civil engineering or construction management
- 5 years' experience working as a Planner / Scheduler within the construction industry

Recruitment agencies need not apply, thank you.