



JOB DESCRIPTION

JOB TITLE: Commercial Scheduler **EFFECTIVE DATE:** 4/19/16
REPORTS TO: Fabrication & Warehouse Manager **REVISION #** 0
FLSA STATUS: Exempt **PAGE #** 1 of 4

JOB SUMMARY: The Commercial Scheduler is responsible the scheduling and communication of work flow, labor resources and equipment deliveries in coordination and collaboration with other stakeholders on all commercial projects.

Key accountabilities in order of priority and with ideal time allocations are:

- 1. Works with other labor resource stakeholders to coordinate and communicate the status of commercial fabrication and field schedules to ensure worry free projects for customers and owners. 30%
- 2. Accountable for the appropriate allocation of commercial business labor to meet project and overall business needs. 30%
- 3. Serves as the primary stakeholder for buying, renting, repairing and scheduling commercial field equipment to ensure project and business equipment budgets are met while meeting project deadlines. 20%

Note: Twenty percent of time is reserved for ancillary responsibilities, interruptions and unplanned activities.

ESSENTIAL JOB FUNCTIONS: The responsibilities listed are fundamental to the position and must be performed successfully to achieve the key performance objectives of the role. Other responsibilities may be assigned.

Interpersonal Responsibilities

- 1. Collaborate with the Training Manager to review and discuss Foreman and Glazier pairings to determine the most appropriate pairings to balance operational needs to complete jobs correctly and timely with opportunities to train and development employees.
- 2. Collaborate with the Fabrication and Warehouse Manager on daily basis to communicate current status of the fabrication schedule and any issues could impact the planned schedule.
- 3. Collaborate with the Fabrication and Warehouse Manager on process improvement ideas, along with how to implement and reinforce any new methods or procedures that are implemented.
- 4. Communicate and coordinate with Project Managers and the Director of Operations on an as needed basis to ensure staffing resources are being most effectively utilized to best meet customer needs.

Operational Responsibilities

- 1. Accountable for scheduling field fabrication work assignments for field Foreman and Glaziers based on request on Project Manager requests.
- 2. Serve as a gatekeeper for labor hours being spent (budgeted vs requested vs scheduled), determining when and to whom projected variances need to be escalated.



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3. Responsible for creating and communicating the fabrication schedule to the Fabrication Foremen.
4. Support and assist the Fabrication Foremen in troubleshooting and solving project fabrication problems that will or could affect the fabrication schedule.
5. Responsible for scheduling vacations and other time off for Fabrication Foreman and Glaziers, along with notifying Payroll and Human Resources with and time additions or changes.
6. Attend the weekly fabrication and warehouse status meeting, contributing as needed on schedule related information.
7. Coordinate with the Fabrication Foremen and Warehouse Foreman the appropriate positioning of materials for projects.
8. Pursue, order and coordinate equipment requests and orders from Project Managers with equipment rental suppliers, repair vendors and dealers.
9. Schedule and ensure all company owned and external equipment requested by Project Managers is delivered on time to job sites.

Organizational Responsibilities

1. Proactively conduct equipment rent vs buy analysis for project required equipment and provide appropriate recommendations on the most cost effective solution.
2. Coordinate repairs for company owned equipment with repair vendors.
3. Source and conduct preliminary negotiations with dealers on potential equipment purchases.
4. Regularly evaluate and negotiate for improved terms with equipment rental agencies.

PERFORMANCE FACTORS: The performance factors described here are core abilities that translate into desired on-the-job behaviors which contribute to the employee successfully achieving the performance objectives of this job and carrying out the assigned responsibilities.

1. **Problem Solving Ability:** Utilizes logic and systematic processes to analyze and solve problems; defines the causes, effects, impact and scope of problems; identifies the multiple components of problems and their relationships; prioritizes steps to solution; develops criteria for optimum solutions; evaluates the potential impact of possible solutions and selects the best one.
2. **Self-Management:** Pursues business objectives in an organized and efficient manner; prioritizes activities as necessary to meet job responsibilities; maintains required level of activity toward achieving goals with minimal supervision; minimizes work flow disruptions and time wasters to complete high quality work within a specified time frame.
3. **Creativity:** Notices unique patterns, variables, processes, systems or relationships; expresses non-traditional perspectives and/or novel approaches; synthesizes and/or simplifies data, ideas, models, processes or systems; challenges established theories, methods and/or protocols; encourages and promotes creativity and innovation;



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modifies existing concepts, methods, models, designs, processes, technologies and systems; develops and tests new theories to explain or resolve complex issues; applies unorthodox theories and/or methods; imagines new or revolutionary concepts, methods, models, designs, processes, technology, systems, products, services or industries.

4. **Decision Making:** Demonstrates an ability to make difficult decisions in a timely manner; gathers relevant input and develops a rationale for making decisions; evaluates the impact or consequences of decisions before making them; acts decisively despite obstacles, resistance or opposition; accepts consequences of decisions; willing to correct erroneous decisions when necessary; defends rationale for decisions when necessary.
5. **Flexibility:** Responds promptly to shifts in direction, priorities and schedules; demonstrates agility in accepting new ideas, approaches and/or methods; effective in juggling multiple priorities and tasks; modifies methods or strategies to fit changing circumstances; adapts personal style to work with different people; maintains productivity during transitions, even in the midst of chaos; embraces and/or champions change.
6. **Goal Achievement:** Establishes goals that are relevant, realistic and attainable; identifies and implements required plans and milestones to achieve specific business goals; initiates activity toward goals without necessary delay; stays on target to complete goals regardless of obstacles or adverse circumstances.
7. **Diplomacy & Tact:** Ability to treat others fairly, regardless of personal biases or beliefs. Maintains positive relationships with others through treating them fairly. Demonstrates respect for others. Understands and values differences between people. Respects diversity in race, national origin, religion, gender, life style, age and disability.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical demands of this position require the ability to communicate orally and in writing, hear at a conversation level, distinguish between basic colors and shades, use vision for depth perception and operate a motor vehicle.

While performing the duties of this job, the employee will frequently (34-66% time on job) use fingers for typing. Frequently (34-66% time on job), the employee will sit, climb stairs and have wrists in prolonged position of flexion or extension. Constantly (67-100% of time on job), the employee will be required to stand, walk, use gripping pressure, carry and lift up to 10 pounds and twist or bend wrists. The employee will occasionally (2-33% time on job) be required to lift 10-35 pounds. The employee will occasionally (2-33% time on job or less) be required to stoop, kneel, reach or pull up to 20 pounds for 50 feet.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.



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The employee will continuously (67-100% time on job) work indoors and in a confined space, such as an office. The employee will frequently (34-66% time on job) work alone. The employee will occasionally (6-33% time on job) be required to work outdoors. The employee will infrequently (2-5% time on job) be required to travel by car and have a maximum of 2 night stays. The employee will rarely (1% time on job or less) be required to work in temperatures below 55° F, in heat above 90°F, work around moving vehicles.

The employee will frequently (34-66% time on job) be required to wear eye protection or a hard hat.

MINIMUM QUALIFICATIONS

- Experience:** Must have 3 years of experience in a similar position. Prior supervisory experience will be a plus. Prior working experience and solid operational knowledge with Microsoft Office is required.
- Reasoning and Development:** Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Mathematical Development:** High school math required. College-level math preferred.
- Language Development:** Ability to read technical manuals and reports, workplace rules and procedures; speak with poise and confidence, using correct English. Ability to communicate effectively with all levels of the organization.
- Licensures and Certifications:** N/A
- Education:** High School Diploma required.