

Title: ROW Scheduler
Location: Remote
Salary: \$92k - \$133k
Hours: Part-Time

JOB DESCRIPTION:

Under the general direction of the Deputy Director of Real Property, this role works in the is responsible for ROW Acquisition and Land Conveyance scheduling and reporting support, and making sure that accurate and timely reporting of scheduling data. This role is within the Real Property Branch of the Program delivery Office.

RESPONSIBILITIES AND REQUIREMENTS

- Coordinates and works with the regional Authority staff, PCMs, and other consultants in providing planning, development, scheduling, reporting, and maintenance of scheduling data for ROW activities;
- Perform review and analysis of the Real Property delivery schedule for reliability, risk identification, risk review, and risk assessments, including providing recommendations on appropriate actions;
- Prepare and maintain schedules to accurately report the ROW schedule data; and
- Assists with other Real Property assignments and activities

KNOWLEDGE OF:

- Real Property delivery on major transportation projects; principles and practices of Real Property for a large-scale construction project and ability to carry out P6 scheduling activities and risk analysis. Must be a self-starter attitude with a proactive, results-oriented focus. Proven accuracy, reliability, and completeness in job accomplishment.
- Effective oral and written communication skills.

ABILITY TO:

- Understand all the interrelated aspects of Program Delivery in a design-build environment with multiple interrelated projects and functional areas. Prepare technical correspondence and complete, comprehensive reports; address an audience effectively; analyze situations accurately and adopt an effective course of action; and communicate effectively to demonstrate leadership, team-building, and collaboration skills, for meeting established project goals and objectives.

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DESIRABLE QUALIFICATIONS

- Strong project management Real Property background
- Advanced working knowledge of Primavera P6
- Proficiency and knowledge of computer software applications such as Microsoft Excel, Word, and PowerPoint.
- Familiar with transportation projects and disciplines
- The ability to maintain good communication skills and working relationships with management,
- consultants, private sector contractors, subcontractors and suppliers, and their associations.
- Strong coordination skills, given the strong matrix organization, assembled for the program delivery team
- Excellent communication and negotiating skills (both written and oral), and the ability to speak knowledgeably with other consultants, stakeholders, other governmental agencies, and individual citizens
- Ability to analyze situations and data accurately; lead the development of effective solutions and strategies for complex planning, environmental, engineering, technical and logistical problems related to the delivery of the high-speed rail project;

ABOUT ZPro SOLUTIONS INC.

With offices in Florida (HQ), California, and New York, ZPro Solutions Inc. (ZPro) was founded in 2016. Certified as a DBE, MBE and SBE in various states and municipalities.

ZPro Solutions is a technology firm offering a full range of consulting services. We specialize in Business Transformation, Enterprise Asset Management, Data Management, Business Operations, Program Management, Project Management, Data Analytics, and Software Sales. Our highly trained and qualified team of consultants provide the skills and expertise to perform comprehensive analysis, using proven methodologies to develop strategies and plans to meet critical business needs. Our team combines expertise in enterprise asset management, projects management, data science and technology to transform industries and bring clients optimal solutions leading to desired outcomes and the greatest ROI.

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