



ELECTRICAL CONSULTANTS, INC.

BILLINGS OFFICE: 3521 GABEL ROAD, BILLINGS, MONTANA 59102 • PHONE: 406-259-9933 • FAX: 406-259-3441

Scheduler/Project Controls Specialist

Location: Billings, MT; Madison, WI; Phoenix, AZ; Salt Lake City, UT; San Diego, CA

Description: Electrical Consultants, Inc. has an immediate position opening for a Scheduler/Project Controls Specialist. This position will provide direct client scheduling support and a variety of project controls tasks for company's engineering and related disciplines. At the direction of Project Managers, the Scheduler/PC Specialist will perform schedule baseline validation and review, labor and material loading in P6 schedules from estimates provided by team leads, resource planning, and project performance assessment. Responsibilities also include cost management, change management, document management, corrective action recommendations, and project optimization. Must be able to integrate construction schedules into a master program schedule and continuously monitor progress with milestones and autonomy as well as generate earned value analysis reports. Must be able to create, monitor and maintain multiple schedules using Primavera and aide the team in defining the projects goals, objectives, success factors, etc.

Minimum Requirements: BS/BA in Engineering, Programming, Business Management, Communications, Information Systems or related field plus 5 years' experience or equivalent combination of education and experience preferred. Proficient in MS Office (Word, Excel, Access, Power Point, Project and Outlook); knowledge in project estimation, requirements analysis and quality assurance a plus; strong written and oral communication skills; strong organizational and analytical skills; good time management when multi-tasking; ability to adapt to changes in the work environment; manage competing demands; ability to change approach/method to best fit the situation.

Salary commensurate with experience and education. Benefits include:

- Medical, dental and vision insurance
- Flexible spending account
- Health savings account
- Life insurance
- Disability insurance
- 401(k), profit sharing and employee stock ownership plan
- Paid vacation, personal days and holidays
- Continued professional education reimbursement

Electrical Consultants, Inc. (ECI) employs over 450 engineers, designers, project managers, surveyors, ROW agents, environmental planners, construction professionals and support staff in 15 offices across the U.S. The firm has 30 years of experience in the planning, engineering and construction of a wide range of power delivery projects including substations, transmission lines, distribution systems, communication systems and industrial facilities. Visit our website at www.electricalconsultantsinc.com.

Submit letter of application, resume and list of three professional references to: hrdirector@ecibllgs.com

An Equal Opportunity Employer

OFFICE LOCATIONS NATIONWIDE

• BILLINGS, MONTANA – (406) 259-9933

• SALT LAKE CITY, UTAH – (801) 292-9954

• MADISON, WISCONSIN – (608) 240-9933

• PHOENIX, ARIZONA – (602) 997-9933

• PORTLAND, OREGON – (503) 747-2235

• SAN DIEGO, CALIFORNIA – (619) 398-9370

• MANKATO, MINNESOTA – (507) 388-9933

• TUCSON, ARIZONA – (520) 219-9933

• DENVER, COLORADO – (720) 536-8261

• TULSA, OKLAHOMA – (918) 296-7911

• CRANFORD, NEW JERSEY – (908) 967-6363

• ORLANDO, FLORIDA – (407) 960-1796