

Now hiring.

Scheduling Coordinator



www.dougtryhomes.com/career



The Scheduling Coordinator is responsible for creating and managing every aspect of the construction schedule, at every stage from conception to completion. This includes both Trades and internal Construction staff schedules.

The purpose of this role is to ensure construction operations are executed in an executed an organized and timely fashion.

Reporting Structure:

- This role reports to Residential Construction Operations Manager
- This role has no direct reports.
- This role works closely and collaboratively within own department, plus all other departments including Estimators, Project Coordinators and Site Supervisors.

Education and Qualifications:

- Post-secondary education in Construction related field or minimum 1 year of Scheduling and/or project coordination experience.
- Administrative experience is an asset

Required Knowledge/Skills:

- Knowledge of residential construction and its building process.
- Ability to work well under pressure and meet project deadlines.
- Must work well independently and unsupervised.
- Ability to read and understand construction drawings.
- Strong organizational, leadership, communication, and analytical skills.
- Time management skills with good attention to detail.
- Good computer skills with willingness to learn new programs (construction computer program)
- Good comprehension of financial costs and budget structures is an asset.
- Ability to reflect and adapt on one's own work, as well as the wider consequences of company decisions.
- Ability to communicate with team, maintain internal deadlines, distribution of paperwork, communication with trades
- Strong commitment to meet and complete tasks in timely manner





Core Functions and Responsibilities:

- Prepares detailed construction schedules and monitors the progress of the construction projects.
- Reads construction drawings.
- Communicates regularly with construction supervisors to coordinate activities between construction sites at their direction.
- Answer emails and other communication in a timely manner.
- Analyze project files to create a house specific, schedule template.
- Coordinate each new house or renovation schedule with the existing construction schedule allowing adequate time for each task to be completed within Trade availability constraints.
- Order materials and services and coordinate administrative tasks related to renovation projects and new home construction, including gas service, windows, doors, garage doors, Notices of Project, meeting bookings, templates, instructions, and informational communications, as required.
- Monitors and adjusts the schedule as time, weather and/or unforeseen circumstances dictates.
- Maintain quality assurance and control on schedules.
- Ensure tasks are being completed and schedules are being updated.
- Work closely with Sales and VP of Production to determine dig and closing dates.
- Ensure compliance with DTL scheduling standard operating procedures.
- Prepare and maintain various reports on the progress of construction projects using construction computer program.
- Handle calls from Trades and internal Staff relating to construction computer program. Review any questions concerning construction computer program and find a solution to issue.
- Review drawings and attend all preconstruction handover meetings
- Attend construction meetings, write meeting minutes with action items, as requested.
- Strong commitment to meet and complete tasks in a timely manner
- Application of permit, Tarion, notice of Construct. Communicating status of permit to Construction, Estimating and Design. Distribution of permit plans upon receipt, as well as job progress to Trades. Act as the point of contact and
- Perform other duties as assigned.
- Additional time and effort may occasionally be required to achieve the responsibilities of the role, given that the role is both time sensitive and critical to organizational success.

General Responsibilities:

- Follow and consistently demonstrate Doug Tarry Limited core values.
- Ensure the Doug Tarry brand, Core Values, and Doug Tarry Difference are represented in all aspects of scheduling and construction
- Strong commitment to meet and complete tasks in a timely manner.
- Develop and maintain ethical and professional relationships with staff, consultants, vendors, subcontractors, and Bodies of Authority.
- Foster an environment of collaboration and continuous improvement following lean principles to implement strategies to improve cost effectiveness, production and customer satisfaction.
- Maintain a current detailed knowledge of all applicable codes, standards, acts and regulations.
- Follow current policies, procedures and processes.
- Foster a healthy working environment for DTL staff as well as anyone entering the site.
- Take the approach that at times, additional time and effort will be required to achieve a task that has sensitive deadlines.
- Demonstrate commitment to sustainability and innovation initiatives.
- Help build on the customer for life philosophy by providing excellent customer

Working Conditions:

- Office environment. Long periods of phone and computer, sitting and/or standing.
- Data entry and use of construction computer program, as specified by DTL
- Ability to communicate with teams, maintain internal deadlines, distribution of paperwork, communication with Trades
- Travel occasionally to visit construction sites in all weather conditions (

Hourly wage is \$24 to \$27 per hour

If you meet the qualifications needed for this position, we invite you to submit an application to our organization. At Doug Tarry Limited, we are a team, we hold each other accountable to our values. We are a forward-thinking organization that is rapidly advancing in the high-performance sustainability sector and need like-minded individuals to work with our stellar team! *We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*

