



Scheduler/Planner - Industrial Services Division

ABOUT US:

J. Davis Construction is a full-service general contractor with an unlimited class license. We service the upstate of South Carolina, Northeast Georgia and Western North Carolina. We were voted one of the fastest growing companies in South Carolina in 2016 & 2017 by SC Biz. We were also voted one of the "Best Places to Work in South Carolina" in 2017. Our company is divided into three divisions: General Contracting, Industrial Service and Civil/Grading.

The Industrial Service Division is focused on providing facilities and production maintenance support services to manufacturers and industry across our service territory.

POSITION SCOPE:

The Planner/Scheduler for the Industrial Services Division is responsible for the people resources for the Industrial Division of J. Davis. Success is getting crews scheduled on jobs ahead of time with the proper tools. Creating operational efficiency is a high priority with this position. Good communication and organizational skills are keys to success in this role.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Assemble, maintain and adjust crew members schedule of work based on skillsets
- Lead weekly scheduling meeting with Project Management staff
- Communicate work schedules to Industrial Superintendents/Foremen/Craft Labor
- Ensure completed work orders are received and distributed
- Responsible for coordination of any field employee resources
- Provides weekly status report to General Superintendent
- Build work schedule utilizing most efficient software systems and communicate to craft and superintendent and PM through efficient electronic means
- Assists Project Managers in submission of timesheets for contract employees with multiple agencies
- Plan work schedules based around employee availability and project needs
- Troubleshoot and corrective actions for work orders
- Assigning crews daily to projects with crew trucks based on availability
- Administrative duties as needed for the General Superintendent

SKILLS & ABILITIES:

- Must be computer literate with a working knowledge of Microsoft Office applications
 - Word, Excel, Outlook, Project, Procore a plus
 - Experience in resource management software, policies and programs
- Good communications and organizational skills
- Good at problem solving and forecasting

J. DAVIS EMPLOYEE EXPECTATIONS:

- Maintain company mission and core values

- Mission
 - “We are providers of superior, passionate construction service leaving a positive impact on everyone we involve, while bringing honor to God.
- Core Values
 - R.I.S.E – Respect, Innovation, Safety, Ethics
- Willingness to serve as a coach and mentor to direct reports
- Contributes to a positive company culture
- Self-driven work ethic
- Takes initiative to meet organizational goals
- Participates in company called meetings
- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

REPORTS TO:

- General Superintendent

SUPERVISORY RESPONSIBILITIES:

- None

EDUCATION AND WORK EXPERIENCE:

Minimum of 5 years’ experience in an industrial setting. A background or experience with personnel management, team leadership, purchasing, budget tracking or inventory management is preferred.

Interested applicants should apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693. Also, interested candidates may submit resumes by email to Stacey Capell, Human Resources Manager, scapell@jdavisinc.com