

Career Profile: Scheduler



Schedulers are responsible for organising projects so that plans are in place, the machinery arrives on cue, there are adequate tradespeople and managers to perform certain tasks and the necessary materials arrive on site and on time. They work to deadlines and ensure the project is completed within budget.

Qualification

Certificate II in Building and Construction
(Pathway - Para Professional)

Sector

Residential / Commercial

What does a typical day look like?

- ▶ Working with managers and supervisors to ensure tasks are being completed on time
- ▶ Reading and interpreting plans and specifications
- ▶ Liaising with suppliers
- ▶ Identifying and producing estimated costs for building and construction projects
- ▶ Arranging the schedule for equipment, tradespeople and materials required for a job
- ▶ Managing current and future budgets of the project
- ▶ Ensuring job specifications and standards are met
- ▶ Working to a deadline

Working Hours

- ▶ Full-time hours per week

Conditions

- ▶ Mix of office and site work

Skills and personal qualities

- ▶ Be able to understand technical drawings and plans
- ▶ Efficient, be able to work as a team, good time management and organisational skills
- ▶ Good understanding of site management or willingness to learn
- ▶ Have good interpersonal skills and the ability to deal with a range of personalities
- ▶ Excellent numeracy and administration skills
- ▶ Problem solving skills and self confidence
- ▶ Attention to details and accuracy
- ▶ Trade experience is beneficial

How to get started

Entry to this occupation is by completion of a pre-apprenticeship course to gain a Certificate II in Building and Construction—Para-Professional (Business) Pathway which can lead into a traineeship with a building company. You can then further your studies with a Certificate IV in Building and Construction (Estimator).

Future Pathways and opportunities

- ▶ Leadership and management
- ▶ Estimator



Next Steps

Further information can be found at:

- ▶ Jobs and Skills WA – www.jobsandskills.wa.gov.au
- ▶ Australian Apprenticeship Pathways – www.aapathways.com.au
- ▶ Australian Apprenticeship Support Network Providers – www.australianapprenticeships.gov.au
- ▶ Job Outlook – www.joboutlook.gov.au