



Project Scheduler P/T (20hrs/wk.) hours are flexible.

Active Secret Clearance Required

Education & Experience: 5+ years' experience with developing WBS and project schedules; utilizing a project management methodology to track cost, schedule, and performance; utilizing advanced features of project management tools. 2+ years supporting as a project scheduler or coordinator, supporting multiple projects within a program, and supporting multiple programs within a portfolio.

Essential Duties:

- Manage and validate a comprehensive tracking and reporting mechanism to capture and forecast cost, schedule and performance of the acquisition programs.
- Participate and assist in the planning, development, coordination, execution and integration of specification requirements, design reviews, technical interchange meetings, program management reviews and other events related to the design, cost studies, development engineering and production engineering of the W80-4 LEP.
- Analyze range of design options, to include preliminary cost, technological risk, and schedule; ability to meet system requirements, including notional surveillance and logistics components overbuilds; evaluation of options to enhance nuclear safety, security and use control, including supply chain protection considerations; technology readiness levels and associated risk analysis; research and development requirements and capabilities; qualification and certification requirements; production capabilities and capacities; research and development, production, life-cycle maintenance and logistics scope; delivery system and platform integration, including platform nuclear certification considerations; preliminary safety study, including requirements to meet safety environments; and rationale for component reuse, remanufacture, or replacement.
- Update schedules based upon down-select criteria, developing design and qualification plans, production needs, and creating a preliminary life cycle schedules based on plans that include costs to address system stockpile evaluation program requirements and rebuilds, maintenance and logistics, trainer procurement, and handling gear for the protected period.
- Develop schedules that support the experiments, tests, and analyses to develop and validate the selected design option are conducted.
- Assist W80-4 LEP team members, conduct research and provide technical input on program status and documentation requirements.
- Provide inputs to the Integrated Master Schedule (IMS), preferably in Microsoft Project, which depicts program milestones and activities to major program elements and shall be under configuration management by the contractor with in close coordination with the government.
- Review the IMS with other government stakeholder schedules (i.e. NNSA, AFLCMC, AFNWC, etc.) to ensure program integration
- Identify and provide technical input and risk management in the review of the IMS.
- Create, manage, distribute, maintain and provide technical inputs and recommendation for minutes, weekly activity reports, white papers, briefings and presentations.

Qualifications:

- Familiarity with Microsoft Project
- A good understanding of both the DoD 5000 series and the joint DoD/DOE 6.X processes.
- Ability to proactively identify and mitigate risks
- The ability to research, find and synthesize information

Expertise or proven methodology in designing efficient processes

Implementation Verification Review (IVR)

Short-term temporary position upon completion participating in Implementation Validation Review's (IVRs) in waste facility.

- Work in accordance with the safety basis for a hazard category DOE nuclear facility and, in particular, with the hazard controls that ensure adequate protection of workers, the public, and the environment.

- Review currently established requirements for conducting activities that may affect safety at these facilities, including performing work in accordance with hazard controls, using approved instructions or procedures, conducting tests and inspections of items and processes, and independently assessing the adequacy of work performance.

A background with a safety basis is ideal

Management Self-Assessment (MSA)

Short-term temporary position upon completion participating in Management Self Assessments (MSAs).

- Develop and follow assessment plan

- Perform assessments, report and possibly resolve problems

- Ensure the objective of the assessment are met throughout project

- As a member of the assessment team, review facility and/or laboratory programs to assess compliance with laboratory standards or regulatory requirements

- A background in conducting safety management programs in one or more of the following is ideal;

- Engineering

- Fire protection

- Health & Safety

- Maintenance

- Safety basis-

- Conduct of Operations