



EllisDon exists to empower driven minds. We believe that by providing freedom and empowering one another, we will invariably, out-perform, out-deliver and be at the forefront of our industry.

### Thinking about a change?

We recognize that the construction industry is changing at a rapid pace and we continually strive to be at the forefront. Our core [values](#) empower people to deliver great careers to one another and develop creative solutions for complex problems on some of the most exciting projects. It doesn't matter what your expertise and craft is – there are no boundaries. We are a group of professionals with a variety of expertise within pre-construction, construction, and post-construction. To learn more, check out our [Cradle to Grave](#) services and hear from [our team](#) directly about what a career at EllisDon could look like for you. As you can see, we are a diverse bunch.

Above all, we are a group of individuals with unique experiences and at EllisDon, we choose to celebrate the strength in our differences, every day. EllisDon's commitment to Inclusive Diversity is to work together to create an environment where every employee feels safe to be their true and authentic self. Ultimately, EllisDon's purpose is to provide people with similar values the opportunity to achieve to their full potential; to deliver that opportunity for great careers to one another; and to contribute meaningfully to the community we share with others.

In case you're curious, here's what the industry [thinks of us](#) and some of the [impacts we've made to the communities we work in.](#)

### You as a Lead Time Manager will be responsible for:

- Supervise, train, and lead the team of Schedulers
- Support the Schedulers in the event of disruption or conflict. Assess schedule alternative practices to support changes to the project.
- Proactively identify problems or conflicts in the project schedule and assist the Project Manager or Superintendent in effectively managing a resolution
- Work closely with the project team to develop, maintain and manage the project schedule; to include development, engineering, construction, supply chain, regulatory and finance-related activities;
- Provide schedule analysis and metrics to key stakeholders on a regular basis
- Maximizing efficiency of the project strategy with respect to cost, time and contingency
- Work with the Operations Manager to develop and maintain an area project schedule monitoring and implementation strategy.
- Incorporate resource and cost loading data into schedules as required
- Assist Project Managers and Superintendents in creating short-term schedules and monitoring these schedules to determine their impact on the master schedule
- Maintain the master schedule for project and identify and record the impact of work performed according to the schedule. Evaluate construction progress and provide regular schedule updates
- Management of all tasks, activities, and time management resources related to time planning, scheduling, monitoring, and control for the Centre Block Rehabilitation program,



including aspects that influence the design and in continuous coordination with the cost and risk services.

### Is this the right role for you?

- You have at least 4 years of experience on one or more projects where each project was in one location and included a minimum of three complex characteristics such as public infrastructure, constrained spatial environment, high security requirement for entire facility (courthouse, airport, jail, etc), layers of circulation or technical programming
- You have the ability to coordinate multiple schedules, solve schedule conflicts under pressure and understanding the complex construction sequence
- You have a construction related degree/diploma and five years of construction scheduling experience or an equivalent combination of technical training and experience
- You have a working knowledge of computer scheduling programs including P6, and experience in litigation/claims management is an asset.
- You have led a team of professionals facilitating continuous development opportunities for you team to grow
- You have the ability to coordinate multiple schedules, solve schedule conflicts under pressure and understanding the complex building sequence
- **MUST have or be eligible to obtain Reliability CISD clearance**

EllisDon is proud to provide this unique career opportunity that provides continuous learning, opportunity for growth, and a competitive compensation package within an environment that is committed to inclusion and respects diversity.

### Go ahead and be yourself. We'll pay you for it!

We are an equal opportunity employer. We welcome people of any age, culture, subculture, gender identity or expression, sexual orientation, nationality, ethnicity, race, size, mental or physical status, veteran status, religion, language, political opinion, working-style preference, family status, education, and socio-economic status. The EllisDon core values of *Integrity and Mutual Respect* welcomes **everyone**, at work and in the community, and our value of *Mutual Accountability*, means that we all have a role to play. As an EllisDon employee, this will ultimately be **your** commitment to Inclusive Diversity.

Accommodation for Applicants with disabilities will be made during the recruitment process when requested.

We are committed to providing a positive candidate experience and ensuring timely updates are provided to all candidates. If you haven't already, be sure to create a profile on our Careers page [here](#) to remain up to date on the status of your application and learn about new career opportunities as they arise.

[To apply to the Lead Time Manager position, click here!](#)



Or send your resume directly to:

Jessica O'Connell, People & Culture Coordinator

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