



Master Scheduler/Estimator Job Description

Daily Duties:

Master Scheduler/Planner

- Create project milestone schedules for new builds, developing an integrated master overall schedule for the entire operation. Schedule updates, resources loading, materials and subcontract work would also be formulated into the individual projects and overall master schedule.
- Complete detailed proposals, estimates, and bid summary sheets for all potential new projects.
- Identifies all bonding/security requirements and other specific requirements.
- Thoroughly review all customer specifications, drawings, and technical data.
- Develop long lead and critical material list as required.
- Work with potential vendors to provide internal quotes for critical and long-term material.
- Analyze subcontractor quotes to determine the best choices for sourcing.
- Compare subcontractor to in-house costs in order to support outsourcing decisions.
- Develop detailed itemized listing of required work tasks based on review of bid request.
- Produce labor, material, and subcontractor price estimates for all required work.
- Work as part as a team with project managers, purchasing and operations.
- Serve as single point of interface for Operations Manager to support yard wide integration of all project work.
- Develop project and program metrics including EVM reports to the Operations Manager.
- Proactively identify risks and manage issues; create mitigation plans with project team and status reports.
- Assist Operations Planner/Schedulers at the request of the Operations Manager.
- Work with Operations Manager and Engineering to develop repair or new-build production plans.
- Conduct turnover meeting for transfer of bid package to Operations Manager and Engineering.
- Analyze work sequencing and durations to produce the project milestone schedule.
- Utilize historical cost data in order to develop accurate bid standards.
- Identify and resolve ambiguities in specifications or bid packages.

Process Improvement

- Apply proven project management techniques, methods and tools.
- Implement and establish the Project Management discipline throughout the organization by demonstrating effective planning, mitigation of potential issues, and visibility into cross-departmental issues.
- Develop collaborative solutions using business and technical expertise.

Candidate Requirements

- 7-10 years professional scheduling/planning experience; minimum of ten years of marine and engineering experience, and/or project management in a boat/ship building environment
- Strong background, skill, knowledge, and experience in marine design and engineering and knowledge of materials used in marine construction.
- Engineering degree in Naval Architecture would be highly desirable; Bachelor's degree in a suitable field or an Associate's Degree with demonstrative experience is preferred but not required.
- Ability to read and understand ship drawings.



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- PMP certification **highly** preferred, but candidates with commensurate, demonstrable expertise considered.
- Intermediate to advanced skills with Microsoft Project and Microsoft Office (Word, Excel, Power Point).
- Detail oriented, highly organized, multitasking skills. Must be able to monitor numerous projects at once and can prioritize.
- Strong written and verbal communication skills. Ability to communicate well on technical subjects.
- Understanding of marine classification society rules, USCG and regulatory requirements.
- Experience with MRP, Inventory planning/management, manufacturing work flows, etc.

**Please note that pursuant to a government contract, this specific position requires U.S. citizenship status.