



POSITION PROFILE



Position Title: Project Planner / Scheduler	Location: Client Project Work Site	
Reports To: Commissioning Manager, Start-up Manager	Safety-sensitive Position: Yes	
Supervises: None	Revised Date: June 2017	
Bounds of Authority: As specified by Commissioning Manager, Start-up Manager	Print Date: 18/09/2017	*P1/3

Primary Responsibilities & Duties

Primary Responsibility:

Provide all aspects of integrated commissioning and start-up schedule development, update and risk analysis. Assist Commissioning Manager and Start-up Manager with progress and performance reporting

Primary Duties:

HSE	<ul style="list-style-type: none"> Promote/adhere to all Project work site-specific safety policies, procedures and practices; communicate awareness of safety related items to Systems Completion Team Ensure records of all Project work site-specific safety and environmental training (including site orientation) for the Systems Completion Team are kept and available for audit purposes Implement, practice and communicate appropriate systems, processes and procedures such that project, corporate and legislative standards are met or exceeded Plan and participate in Project work site safety drills and exercises including emergency response Ensure systems completion activities meet and integrate with Project work site requirements for, emergency response, health & safety, legal stipulations, environmental policies and general duty of care Actively participate in weekly site inspections, safety meetings and environmental processes. Monitor progress of any required corrective actions to eliminate hazards Ensure accidents/incidents (including spills) are promptly reported, investigated and all required corrective actions taken to eliminate recurrence Assist Commissioning and Start-up Manager conduct weekly Audits on the implementation, awareness and performance of Project work site safety policies, procedures and practices; monitor any required corrective actions for improvement Practice and communicate Behavior Based Safety/Work Observation Process at Project work site as proactive approach to achieve 100% safety performance by focusing on preventative measures to protect Commissioning Team from hazards & risks Practice and communicate risk assessment processes (e.g. JSA, FLHA etc) which are fundamental to reducing likelihood of accidents/incidents at Project work site and a key area to promoting safety improvement
Schedule Integration	<ul style="list-style-type: none"> Support continuous development and maintenance of Commissioning/Start-up Schedule to ensure third-party contractor, Vendor schedules, FAT, SIT, together with material deliveries meet agreed Project milestones Identify and communicate Commissioning/Start-up Schedule risks as part of Project risk process; perform schedule risk analysis (i.e. gather data, input data, analyze, report) Collaborate/coordinate with Project, Engineering and Construction Teams to understand Project timelines, risks and ensure alignment with Commissioning/Start-up Schedule Ensure Commissioning/Start-up Schedule activities are coded in accordance with Project work breakdown structure for cost/schedule integration and analysis Support Commissioning and Start-up Teams monitoring of actual versus planned progress and key performance indicators; provide exception reporting and recommend actions Ensure schedule change management process is properly followed Produce consolidated progress reports and analysis with bar charts, S-curves, manpower histograms and Schedule Performance Indexes Provide support on development of project cost expenditure forecast curves Assist Commissioning and Start-up Managers conduct "what-if" scenarios; develop recovery plans, contingency plans and schedule compression techniques Apply resources to activities and level to address manpower constrains; identify critical path and baseline for Commissioning/Start-up Schedule Apply schedule development and maintenance Lesson Learned from previous projects Assist effort to capture commissioning and start-up lessons learned; participate in Project Close-out
Project Management	<ul style="list-style-type: none"> Refer to Primary Duties - Schedule Integration

	Authorization (Name & Signature)	Date
Candidate:		
Paradigm:		



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Key Performance Indicators (KPI)

Area	Strategy	KPI
HSE	Leading/Lagging Indicators	Leading Indicators <ul style="list-style-type: none"> Safety meetings attended and participated (Target weekly) # Formal work place inspections attended (Target 2 per month) # Behavior based safety observations submitted (Target 2 per week) # Emergency response exercises participated (Target all scheduled) Lagging Indicators <ul style="list-style-type: none"> # Training certificates expired (Target zero) # Accidents/incidents (Target zero) # Vehicle incidents and property damage or loss (Target zero) Prompt reporting of accidents/incidents and spills (Target all) # SWPs read and understood (Target all) # Substance abuse violations (Target zero) Abide by all Client and Paradigm HSE requirements on Client work site (Target all)

Qualifications & Experience

- Certifications (Academic, Professional): Technician or Technologist or Professional Engineer
- Experience (Role and Industry Specific): 10+ years work experience in heavy industry; 5+ years scheduler

Technical & Organizational Competencies

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| <ul style="list-style-type: none"> Forward Thinking Ability to identify & resolve potential problem areas Change Agility Works Collaboratively Communicates Effectively | <ul style="list-style-type: none"> Excellent Service-to-Client Attitude Strong organizational Skills Technical Professional Skills Drives for Results/deadlines Safety-minded |
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Working Conditions

NA – Not Applicable, Occasional – Up to 1/3rd time, Frequent – Between 1/3rd - 2/3rd time, Constant = Greater than 2/3rd time

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| <ul style="list-style-type: none"> Operating Equipment: Not Applicable On-call: Not Applicable Walking: Occasional Keyboarding: Frequent Driving: Occasional Sedentary/Sitting: Frequent | <ul style="list-style-type: none"> Climbing: Occasional Travel: Occasional Shift Work: Constant Bending/Crouching: Occasional Keeling/Crawling: Occasional |
|--|---|

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Remarks / Comments:

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