

JOB DESCRIPTION

Title	Senior Planning Engineer	Job Classification Number	A 00232
Department /Project	Project Controls	Job Family Name	Operations Services & Support
Reports to	Project Controls Site Manager	Effective Date	01 Jan 2005

MAIN PURPOSE OF JOB

To supervise project schedule development, maintenance, monitoring and progress status and reporting to ensure customer satisfaction.

JOB OBJECTIVES

1. To work with all project disciplines to supervise and ensure understanding of total project schedule needs and integration of schedule activities.
2. To supervise project schedule, manpower and quantity reporting and to ensure the preparation and presentation of the Critical Items Action Report.
3. To supervise project schedule analysis and studies of problem areas to determine criticality of schedule activities and recommend alternatives for schedule improvement to project team for discussion and/or decision.
4. To interface with project site management and client counterparts for specific planning and scheduling tasks.
5. To provide comments and recommendations for planning and scheduling requirements relative to staffing and project control.
6. To assist with implementation and operation of McSIS when applied to a project operation, and monitors work productivity against established norms.
7. To participate in developing and presenting designated subjects in training classes and on-the-job training programs.
8. To assist in performing some cost engineer functions as required.

ESSENTIAL WORK ACTIVITIES

- Planning
- Implementing / Coordinating
- Checking
- Using Tools / machinery
- Assessing / Evaluating
- Integrating / Coding / estimating
- Reviewing / Evaluating
- Controlling / Directing

SAFETY AND QUALITY RESPONSIBILITIES

- Maintain standards of safety and comply with Company's Health, Safety and Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.

EDUCATION, SKILLS AND EXPERIENCE

Essential:

- Experience and demonstrated skill in performing, monitoring, reviewing and presenting project planning and scheduling functions, which include schedule development, schedule analysis with demonstrated skill in establishing criteria, planning and supervising project scheduling activities

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- Skilled in supervision, and training of technical and non-technical personnel
- Knowledge of engineering, construction and business management techniques customarily acquired by prolonged course of specialized instruction. Knowledge of current industry and technical developments
- Bachelor Degree in Engineering preferably Mechanical /Electrical, or similar technical qualification
- Proven track record with recognized international standard companies,
- Ability to communicate and work using English
- Ability to accomplish project objectives in a timely manner
- Supervision level experience in the field of planning and scheduling
- Computer literate especially with Primavera and Microsoft Word, Excel and Access (all essential)
- Minimum **10 to 12** years of experience in project controls particularly in big fabrication projects

Desirable:

None