

Position Description

Title: Planner/Scheduler
Reporting To: Site Superintendent/Project Manager
Location: Various across Alberta

Under the direct supervision of the Site Superintendent or Project Manager, the Planner/Scheduler will be responsible for the planning and scheduling of all the electrical and instrumentation aspects of the construction execution plan.

Duties and Responsibilities

- Create a master work schedule to establish the sequence and lead times for all electrical and instrumentation work as outlined in the construction scope of work.
- Establish an alliance and close working relationship with the mechanical installations contractor to keep abreast of the progress of the mechanical work and the impact on the electrical and instrumentation construction schedule.
- Ensure the proper timing, compatibility and competency of supporting schedules and construction activities.
- Update and modify the work schedule as required and communicate changes to concerned parties.
- Attend on-site meetings with the Project Manager, Site Superintendent and the trade/area Superintendents to determine the project status and to gain insight on changes required within the plan.
- Work in cooperation with the Site Job Administrator and project controls personnel to ensure accurate data collection relating to labour expended, material received and equipment utilization.
- Assist Superintendents and General Foreman with the scheduling of material, labour resources and equipment as required to effectively execute construction activities as determined by the schedule.
- Provide assistance, advice and direction in the preparation of RFI's and work orders as requested.
- Identify scheduling problems and communicate to appropriate parties on a continual basis.
- Prepare all reports for management and maintain progress measurement system.
- Ensure proper documentation is received and maintained according to project needs and requirements.

Skills, Abilities and Educational Background

- Construction Safety Training Systems (CSTS), other training may be required – OSSA Fall Protection.
- Accreditation as a Planner/Scheduler achieved from a recognized technical training institution.
- 3 or more years of experience as a Planner/Scheduler on a major industrial construction project.
- Familiarity with the work scope of other trades (mechanical, insulation, scaffolding), as well as electrical and instrumentation.
- Able to read and interpret blueprints including isometric drawings.
- Demonstrated leadership, work ethic and quality of work.
- Competency with computer programs such as PrimaVera, MS Project, Cost Control and Progress Measurement, Microsoft applications (Word, Excel).
- Valid Canadian Driver's License.

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Compensation

Braid offers a very attractive compensation package that includes a competitive salary, a full benefits plan that is effective on the first day of employment and a matching RRSP program. Braid has an open and team-oriented culture that focuses on communication, integrity, innovation and respect. Employees take pride in their work and are the single most important reason why Braid offers superior customer service.

To Apply

To apply for this posting, e-mail your **resume and cover letter** to hr@braidindustrial.com. You can also apply by faxing or mailing your resume and cover letter (stating position title) to: Braid Industrial Services Ltd., 3944 - 53 Avenue, Edmonton, AB T6B 3N7; Fax: 780-468-6313