Integration Planner/Coordinator

Sample Job Description

Job Title: Integration Planner/Coordinator

Reports to: Engineering Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

The Integration Planner is responsible for reviewing work plans from multiple contractors and proactively identifying potential conflicts or integration issues and resolving them. Other responsibilities include providing direction, leadership and coordination to planners while maintaining the critical path.

Essential Duties (Roles and Responsibilities)

* + Ensures that safety, quality and efficiency are considered in the planning process to ensure results at the WorkFace.
  + Use their hands-on construction expertise to monitor Installation Work Package (IWP) development and coordination of all work plans.
  + Coordinates with and provides WorkFace construction knowledge to WorkFace Planners, and acts as liaison between construction contractors and construction managers.

Safety

The Integration Planner must facilitate a safe work culture and is accountable for overseeing safety requirement input into IWPs to provide safe working conditions for all planned activities.

This may include

* + Knowing, understanding and communicating the safety regulations (Occupational Health and Safety Act) and project specific safety policies and procedures
  + Identify specific risks associated with executing the planned activities
  + Providing or arranging for inclusion of safety compliance in IWP to mitigate specific risks
  + Ensure intended safety requirements are properly conveyed to workforce supervision.

Project Planning

The Integration Planner is accountable for coordinating all IWPs to a level 4 schedule from design documentation to the field to ensure continuity and integration of plans as part of a level 5 schedule.

Responsibilities may include

* + Develop, oversee and seek continuous improvement of the WorkFace Planning program
  + Assist in the development of IWP templates
  + Surveillance of contractor IWP process
  + Coordinate IWPs across all planners
  + Review IWPs and provide constructive feedback to contractors WorkFace Planning Lead
  + Assist contractors with accessing documentation and latest revisions necessary for building IWPs
  + Facilitate regular meetings to proactively resolve planning conflicts across contractors
  + Participate in WorkFace Planning audits
  + Keep up to date on WorkFace Planning developments in industry

Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and attitudes required. Reasonable accommodations may be made to enable individuals to perform essential functions.

Knowledge

The Integration Planner should meet the following requirements:

* + Have knowledge of health, safety and environmental programs
  + Know the company and project environment
  + Be a member of at least one specific construction trade discipline or construction speciality at a minimum journeyman level
  + Know general construction and materials systems and procedures
  + Have a basic understanding of project scheduling and estimating techniques
  + Understand how the IWP fits into the overall project schedule

Education and/or Experience

The Integration Planner should meet the following education/experience requirements:

* + Completed Construction Safety Training Systems
  + Minimum 7 to 10 years of experience on industrial construction projects as a journeyman tradesperson or other construction project specialist such as a field engineer or technologist with hands on construction experience
  + Minimum 5 to 10 years of supervisory experience
  + Completed a formal supervisory training program (e.g., Better Supervision, Merit Supervisory Training Program or equivalent)
  + Completed Leadership for Safety Excellence

Skills

The Integration Planner should have the following skills:

* + Problem solving
  + Conflict resolution
  + Effective at promoting collaborative decision making
  + Leadership
  + Effective oral and written communication
  + Strong organizational skills
  + Basic computer literacy
  + Time management
  + Good understanding of scheduling

Desirable Characteristics

The Integration Planner should exhibit the following characteristics:

* + Team leader
  + Leader by example
  + Team player
  + Organized
  + Good communicator
  + Accepts challenges
  + Willing to learn
  + Responsible and accountable
  + Good work ethic
  + Adaptable
  + Honest and acts with integrity