

# **JOB DESCRIPTION – PROJECT PLANNER/ SCHEDULER**

## **JOB DUTIES AND RESPONSIBILITIES**

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Plans and prepares production schedules for fabrication, installation, and repair of industrial process systems: Draws up master/discipline schedule to establish sequence and lead time of each operation to meet client forecasted master schedule. Updates client through client accepted/ sponsored software. Analyzes production specifications and construction data and performs mathematical calculations to determine material, tools, and human resource requirements for the schedule. Plans and schedules workflow for each craft and operation according to previously established client sequences and lead times. Plans sequence of fabrication, assembly, installation, and other operations for guidance of construction workers. Planner/Scheduler confers with Client & Company management to determine status of projects. Expedites operations that delay schedules and alters schedules to meet unforeseen conditions. Prepares production reports. May prepare lists of required materials, tools, and equipment. May prepare purchase orders to obtain materials, tools, and equipment.

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## **REQUIRED SKILLS/ PERSONAL TRAITS**

, The ability to produce and track a budget and a understand financial statements create and communicate alignment sheets. Advanced knowledge of and proficient with MS office products (Excel, Project, Words, Etc) and Primavera. The ability to direct, follow direction and lead workers. the ability to work together with Client and other Contract representatives as part of a group, the ability to accurately communicate ideas, instructions, questions, problems, solutions. The ability to accurately receive questions ideas and direct, problems and provide guidance to management for instructions, solutions or feelings understanding of the nature and causes of accidents, appreciative of the effects and seriousness of accidents and mitigate hazards presented to, or discovered by the Project Estimator. Is not accident prone and does not have a history of chronic unsafe behavior.

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## **PHYSICAL JOB REQUIREMENTS**

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The ability to verbally communicate alarms or warnings clearly, concisely, loudly and quickly, to clearly and quickly hear or otherwise sense alarms or warnings and take appropriate action, maintain equilibrium to prevent falling when moving, walking, standing, kneeling or crouching - particularly on narrow, uneven, irregular, slippery surfaces, going up or down ladders, stairs, scaffolding, ramps, poles or other objects using hands, arms, feet or legs. Moves about on hands and feet, bending the body downward and forward bending leg and spine - working in a bent over position. Sensing physical attributes such as size, shape, temperature, texture or sharpness of an object by touching. Foot agility and dexterity - operating pedals, foot controls, kick bars and other similar tasks that require foot or toe motion. Grasping, gripping or applying pressure to an object with the fingers and palm, holding an object in the hand. The ability to clearly and concisely perceive sounds, the ability to hear and understand detailed oral communications, the ability to hear warning signals and alarms given verbally and mechanically. Lifting, raising or lowering objects in a vertical direction, particularly heavy or bulky objects. Moving objects backward, forward, in or out in a horizontal direction, particularly heavy or bulky objects. Pulling, exerting a steady backward, downward, upward or outward force against an object - jerking, plucking, wrenching, stretching, towing, drawing, dragging or tugging objects in a sustained motion. Pushing, pressing against something with steady forward, downward, upward or outward force - shoving, pushing, compressing, squeezing, mashing, packing, pressing, jamming, compacting, or squashing objects in a sustained motion. Reaching, extending the hand(s) and/or arm(s) in any direction. The ability to see, read and understand written communications: including directions, instructions and warning signs, to see and distinguish colors, to visually distinguish shapes and patterns, to accurately sense distances (depth perception), to accurately see objects and detect motion at wide angles (peripheral vision). Bending the body downward and forward by bending the spine at the waist, using the lower extremities and back muscles and moving on foot, particularly for long distances.

## NON-PHYSICAL JOB REQUIREMENTS

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The Dictionary of Occupational Titles, Fourth Edition, Revised 1991, United States of America, Department of Labor Specific Vocational Rating for Ironworker is: Over 2 years up to and including 4 Years.

## PHYSICAL MODIFIERS/DEMANDS

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The Dictionary of Occupational Titles, Fourth Edition, Revised 1991, United States of America, Department of Labor Physical Demands Strength Rating for Planner Scheduler is: M - Medium Work - Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

## VISUAL MODIFIERS/DEMANDS

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The job requires considerable, sustained use of eyesight for functions such as visual inspection, reading, measuring, assembling, transcription, data analysis and operating machines or vehicles and the ability to clearly see at night or in dim light, in daylight or bright light, under glare or poor contrast.

## ENVIRONMENTAL MODIFIERS/DEMANDS

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The job involves: Exposure to cold working conditions during winter months and to hot working conditions during summer months, exposure to noise - workers must wear protective hearing equipment or frequently shout in order to be heard above the ambient noise level. Exposure to pollutants or allergens which can adversely affect the skin and/or the respiratory system such as gases, smoke, odors, mists, fumes, dust, chemicals, oils or solvents, exposure to hazardous working conditions including moving machinery, electricity and/or working in high places. The job requires the use of protective equipment such as hard hats, respirators, aprons, gloves, special clothing, safety shoes and safety glasses. The job involves continuous work that cannot be easily or economically interrupted for breaks except at regularly scheduled intervals or at the completion of an assignment.

## Referencing Information

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*Job Duty's, Physical Requirement, and other Material obtained in generating the clerks geranial Job Duties, Responsibilities and Physical Requirements: [www.occupationalinfo.org/onet](http://www.occupationalinfo.org/onet), The Dictionary of Occupational Titles , Forth Edition, Revised 1991, United States of America, DOL*

I understand and can perform this job with or without reasonable accommodation.