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# Example of Scheduler / Planner Job Description

Our company is growing rapidly and is hiring for a scheduler / planner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for scheduler / planner

* Utilize the Turnaround database and Turnaround planning documentation
* Establish resource loaded schedules for unit outages using applicable scheduling tools
* Establish resource loaded block schedules for Routine Maintenance scope using the applicable scheduling tool
* Interface with Operators, Technical, Maintenance, Construction Contractors, and Management to complete projects Incident and Injury free, on time and on budget
* Procure materials and/or outside services through the Material Requisition process and/or Service Order process
* Ensure refinery and HES standards are integrated into job plans and estimates
* Track the physical progress of executed field work relative to baselines and provide reports to Management as required
* Track and report the actual job spend relative to the planned job spend
* Define and quantify additional job scope via formal scope growth / change management process
* Support the applicable planning / execution work process for assignment area (IMPACT, Routine Work Control / Centralized Maintenance, Control Maintenance Project / RPT, IMPACT for Tanks)

## Qualifications for scheduler / planner

* This position will be located in a manufacturing environment with exposure in factory areas as required
* Travel may be required up to 5% of the time or less, based on business conditions
* Manitowoc Cranes is recognized globally as one of the premier innovators and manufacturers of crawler cranes, tower cranes, and mobile cranes for the heavy construction industry
* 5 years pipeline experience in operations and maintenance activities, or CMMS
* Proficient development and implementation of resource Scheduling tools
* TAR planning experience