

# Job Description for Senior Planner, E/I Turnaround II - Capital & Design

## Position Overview

The Senior Planner, E/I Turnaround II - Capital & Design is responsible for developing and managing detailed schedules and plans for Electrical and Instrumentation (E/I) turnaround projects. This role ensures that all projects are executed efficiently, within budget, and in compliance with safety and quality standards. The Senior Planner works closely with cross-functional teams, including engineering, procurement, and construction, to deliver successful project outcomes.

## Key Responsibilities

- Develop and maintain comprehensive turnaround schedules for E/I projects, including detailed work breakdown structures (WBS), critical path analyses, and resource allocations.
- Coordinate with project managers, engineers, and other stakeholders to ensure alignment on project objectives, timelines, and deliverables.
- Monitor project progress, identify potential delays or issues, and implement corrective actions to keep projects on track.
- Prepare and present regular progress reports to senior management, highlighting key milestones, risks, and mitigation strategies.
- Ensure compliance with all relevant safety, quality, and regulatory requirements throughout the project lifecycle.
- Facilitate effective communication and collaboration among project team members, contractors, and clients.
- Continuously review and improve planning processes, tools, and methodologies to enhance project performance and efficiency.

## Qualifications

- Bachelor's degree in Engineering, Project Management, or a related field.
- Minimum of 5 years of experience in project planning and scheduling, with a focus on E/I turnaround projects.
- Proficiency in project management software, such as Primavera P6, Microsoft Project, or similar tools.
- Strong understanding of E/I systems, construction methods, and industry standards.
- Excellent analytical, problem-solving, and decision-making skills.
- Effective communication and interpersonal skills, with the ability to work collaboratively in a team environment.

- Demonstrated ability to manage multiple projects simultaneously and prioritize tasks effectively.
- Professional certifications, such as PMP (Project Management Professional) or PMI-SP (Scheduling Professional), are a plus.