



Job Title:	Lead Planner/Scheduler	Classification:	Permanent
Department:	Turnaround	Reporting to:	Turnaround Manager
Location:	Come by Chance Refinery	Closing date:	September 20, 2019
Schedule:	Monday – Friday (5 x 8hrs)	Posting Type:	External/Internal

Company Overview

We've proudly served Newfoundlanders with refined products manufactured right here for almost 30 years. Think of us as the company that keeps the province warm and provides the fuel to keep it running too. NARL Refining LP is a crude oil refinery located in [Come By Chance](#) in [Newfoundland and Labrador, Canada](#). It has a refinery capacity of 130,000 barrels per day. At NARL Refining, we don't have a work force. We have a community that's more than 600 strong. Our employees come from the towns surrounding the refinery and from all over the world. They are operators, engineers, craftspeople, managers, and drivers. They are also scout leaders, education mentors, and healthcare volunteers. Our highly skilled employees transform crude oil into some of the cleanest fuels on the world market. It's a job that requires the greatest care and safety. Safety training and performance at NARL Refining is second to none – it's a culture.

Lead Planner/Scheduler

The Lead Planner/Scheduler is a member of the Turnaround team reporting to the Turnaround Manager. They are responsible for the daily activities in planning and scheduling for Turnaround. They provide input regarding the planning, scheduling and resource requirements for the proposed work in preparation for the next scheduled Turnaround. The incumbent is expected to contribute to a positive working environment with a continued commitment to safety.

Responsibilities:

- Supervise Planners to meet the objectives of the Turnaround.
- Serves as a member of the Turnaround Core Team and provides input regarding the Planning, Scheduling and resource requirements for the proposed work.
- Control and manage the Turnaround Worklist, ensuring that it is up-to-date and accurate.
- Ensuring equipment history files, documentation of Turnaround work activities, and procedures are accurate and up-to-date.
- Assists in the development of the Turnaround budget.

- Monitors the work of planners and ensures they have accurately reviewed and assessed resource requirements for work packages. (i.e. manpower, duration, craft, material and rental equipment).
- Assists in the development of Sub-Contractor requirements and participates in the selection process.
- Responsible for ensuring co-ordination between Site Shops, Facilities, and Planning.
- Champion the integration of Operations and Maintenance schedules and identifies opportunities for optimization
- Perform schedule analysis to ensure that the process and procedures detailed in the TAR Work Scheduling Process have been applied
- Provide the required schedule and resource reports from Primavera
- Review and validates and entry of field provided schedule status updates
- Providing required data queries and generation of the required reports to calculate process performance Indicators during all phases of the Turnaround
- Performs schedule “what if” scenarios, and reports on the results
- Develop, maintain & issue associated progress curves, completing estimates, earned value, etc.
- Identifying and defining the scope of work associated with a turnaround and utilizing a turnaround management process

Qualifications:

- Knowledge of planning software with Maximo and Primavera,
- Knowledge of Microsoft Office, Word, Excel and Power Point,
- Knowledge of Turnaround planning process,
- Refinery Planning Experience is an asset,
- Supervisory experience
- Good organizational skills with a minimum of 5 years’ experience in the oil industry

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

If you feel you have the knowledge, skills, and heart to be a NARL Refining LP employee, send your resume quoting Requisition #2-19-34 to the ATTN of **Gerriann Summers** to:

hr@narefining.ca

Human Resources
 NARL Refining LP
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