



Process Technical Services
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Planner / Scheduler (Multidiscipline)

The Planner / Scheduler (Multidiscipline) is responsible for developing, coordinating, and maintaining detailed work plans and schedules across multiple disciplines, including mechanical, electrical, instrumentation, civil, and construction activities. This role ensures project and maintenance work is planned efficiently, resources are properly allocated, and schedules are aligned to support safe, cost-effective, and timely execution.

Responsibilities

- Develop detailed work plans, schedules, and resource requirements for multidiscipline project and maintenance activities.
- Coordinate planning efforts across engineering, operations, maintenance, procurement, and field execution teams.
- Define work scopes, labor requirements, material needs, and equipment availability for scheduled activities.
- Build and maintain integrated schedules that align milestones, dependencies, and critical paths across disciplines.
- Monitor schedule progress and identify delays, conflicts, or resource constraints.
- Support shutdowns, turnarounds, capital projects, and maintenance planning activities.
- Perform schedule analysis and recommend mitigation or recovery strategies to minimize disruptions.
- Ensure work packages include all necessary permits, procedures, drawings, and safety requirements.
- Generate planning reports, schedule updates, and performance metrics for stakeholders.
- Support continuous improvement of planning and scheduling processes, tools, and best practices.

Qualifications

- Associate's or Bachelor's degree in Engineering, Construction Management, Project Management, or related field preferred.
- 8+ years of experience in planning, scheduling, maintenance planning, or project controls preferred.
- Strong understanding of multidiscipline industrial work processes, resource planning, and scheduling methodologies.
- Experience with scheduling software such as Primavera P6, Microsoft Project, or equivalent planning tools preferred.
- Knowledge of mechanical, electrical, instrumentation, and construction workflows is highly desirable.
- Strong analytical, organizational, and communication skills.