



## JOB DESCRIPTION

### Scheduling & Planning Lead

Revised November 2023

#### POSITION SUMMARY:

The Scheduling and Planning Lead is responsible for preparing and maintaining project schedules across the organization, including new construction and repair projects. This position will also work closely with Engineering, Purchasing, and Production to identify and track resourcing needs and help establish work planning. Reporting to the CFO, the Lead will also be responsible for tracking project performance against the plan and help identify opportunities for improvement or recovery as necessary.

#### ESSENTIAL JOB FUNCTIONS:

1. Create and maintain project schedules and assist in driving organizational activities to meet those schedules.
2. Leads planning sessions and helps plan the sequence of engineering deliverables, parts fabrication, assembly, installation, testing, and other operations within production.
3. Work with trade supervisors to establish and plan near-term and long-term schedules and priorities.
4. Work with Burger leaders from all departments to ensure a universal and thorough understanding of each project schedule so engineering work and drawings, material purchasing, production work, and all other deliverables align with the master schedule of each project.
5. Using project schedules, establish resource plans throughout the organization.
6. Assist in monitoring the status of major subcontractors' (engineering firms or equipment suppliers) performance against the contract or PO milestones and deliverables to maintain project schedules.
7. Assist business development during the pre-contract period in preparing estimated project schedules, resource estimation, and site availability options for projects the company is evaluating for submission of a bid.
8. Work closely with department leaders and Project Management to establish, track, and report meaningful performance metrics.
9. Adhere to scheduling and resource planning standards.
10. Act as a focal point for internal and external communication on schedule-related information of both internal customers and internal stakeholders.

#### LEADERSHIP:

1. Must demonstrate an excellent ability to work in a "team" environment and share knowledge of discipline-specific work in both a vertical (up and down the org chart) and horizontal (across disciplines and departments) orientation.



2. Must demonstrate an ability to make well-formed, rational decisions and problem-solving skills within organizational policies and procedures.
3. This position has no direct reports.

#### **DECISION MAKING:**

Exercise administrative judgment regularly and continuously and assume responsibility for decisions, consequences, and results impacting people and the high quality of service within the company.

#### **COMMUNICATION:**

Must possess and demonstrate the ability to communicate verbally and in writing positively and effectively with employees, co-workers, suppliers, and vendors.

#### **EDUCATION:**

A bachelor's degree in industrial engineering or a related field is preferred.

#### **EXPERIENCE:**

1. Previous experience in scheduling and planning in a custom/"one-off" manufacturing environment.
2. Shipyard new construction, repair, and refit experience preferred.
3. Working knowledge of the following preferred
  - All typical MS Office applications, with emphasis on spreadsheet analysis and graphing
  - Scheduling software, specifically MS Project or similar
  - Earned Value Management
  - LEAN manufacturing theory
  - ERP systems

#### **PHYSICAL REQUIREMENTS:**

Sitting in a typical office position for extended periods while operating a telephone and computer with occasional light lifting. The work also requires regular visits to the Shipyard, offsite joiner shop, and headquarters facilities, which include climbing stairs and standing during training and presentations.

#### **GENERAL STATEMENT:**

This description is a general summary of the position's required skills and significant duties and responsibilities. It does not exclude other duties as assigned.