

TRIPLE “S” INDUSTRIAL CORPORATION

JOB TITLE: Project Planner

JOB DESCRIPTION: Provide comprehensive planning and produce schedules for large and small industrial construction activities and projects.

JOB DUTIES: Include but not limited to; develop work scopes, perform labor and material take-offs from drawings and or field observations, develop labor, material and equipment estimates, produce bills of material, send out requests for price quotes from suppliers and sub-contractors, analyze pricing quotes, procure material and construction equipment, secure contracts with subcontractors, set up construction schedules, develop WBS and sort codes, create resources, input activities, apply sequencing logic to activities, load resources, develop resource requirements and cost budgets, produce resource and budgeted cost reports for planned activities, gather field completion updates, update and maintain schedules, provide schedule look ahead, perform what if analysis, report on budgeted at completion, analyze earned vs. burned man-hours, determine production ratios for work completed, conduct scheduling and coordination meetings with field supervision, clients and subcontractors, report activity/project completion status to field supervision and clients, interface with field supervision, subcontractors and clients

EXPERIENCE REQUIREMENTS: A minimum of five years experience as a craftsman in the petrochemical / refinery industrial construction industry. Minimum five years performing construction estimating and planning.

SPECIAL QUALIFICATIONS: Must be capable of working from written or verbal instructions given by project management and client. Must display a working knowledge of Microsoft Excel, Word and Oracle Primavera P6 Project Management. Must have a working knowledge of critical path scheduling. Must be capable of working in a teamwork-oriented environment.

NATURE OF WORK ENVIRONMENT: Some work will be performed in an outdoor setting or, on occasion, in properly permitted confined spaces. This includes, but is not limited to, refineries, petrochemical facilities, docks, lay-down yards, equipment yards, storage facilities, tank farms, towers, vessels, heaters, pipe racks, steel structures, fabrication shops (both permanent and temporary), and other related facilities. Employee may expect to be required to work in extreme conditions: heat, cold, rain, high noise, dust, etc. Job requirements may also dictate that the employee be required to work scheduled and/or unscheduled overtime, including holidays and weekends. In addition, some jobs may require working at night. Employees may also be required to work in environments that require the use of fresh air breathing devices, respirators, full chemical suits or other special Personal Protective Equipment.

PHYSICAL REQUIREMENTS: The ability to verbally communicate alarms or warnings clearly, concisely, loudly and quickly, to clearly and quickly hear or otherwise sense alarms or warnings and take appropriate action, maintain equilibrium to prevent falling when moving, walking, standing, kneeling or crouching - particularly on narrow, uneven, irregular, slippery surfaces, going up or down ladders, stairs, scaffolding, ramps, poles or other objects using hands, arms, feet or legs. Moves about on hands and feet, bending the body downward and forward bending leg and spine - working in a bent over position. Sensing physical attributes such as size, shape, temperature, texture or sharpness of an object by touching. Foot agility and dexterity - operating pedals, foot controls, kick bars and other similar tasks that require foot or toe motion. Grasping, gripping or applying pressure to an object with the fingers and palm, holding an object in the hand. The ability to clearly and concisely perceive sounds, the ability to hear and understand detailed oral communications, the ability to hear warning signals and alarms given verbally and mechanically. Lifting, raising or lowering objects in a vertical direction, particularly heavy or bulky objects. Moving objects backward, forward, in or out in a horizontal direction, particularly heavy or bulky objects. Pulling, exerting a steady backward, downward, upward or outward force against an object - jerking, plucking, wrenching, stretching, towing, drawing, dragging or tugging objects in a sustained motion. Pushing, pressing against something with steady forward, downward, upward or outward force - shoving, pushing, compressing, squeezing, mashing, packing, pressing, jamming, compacting, or squashing objects in a sustained motion. Reaching, extending the hand(s) and/or arm(s) in any direction. The ability to see, read and understand written communications: including directions, instructions and warning signs, to see and distinguish colors, to visually distinguish shapes and patterns, to accurately sense distances (depth perception), to accurately see objects and detect motion at wide angles (peripheral vision). Bending the body downward and forward by bending the spine at the waist, using the lower extremities and back muscles and moving on foot, particularly for long distances.

EMPLOYEE RESPONSIBILITIES: Employees signature below affirms that the employee understands, agrees to, and will abide with, the following terms:

1. Employee is qualified and willing to perform duties as outlined in the sections titled “Job Description,” “Special Qualifications,” “Nature of Work Environment,” “Physical Requirements,” “Employee Furnished Tools,” “Employee Responsibilities,” and elsewhere.
2. Employee agrees to perform all work and conduct him/herself in accordance with all Triple “S” Industrial Corporation, client, and governmental safety guidelines, and work policies.
3. In accordance with the “Worker Readjustment Act”, the employee acknowledges that he/she is being hired for a temporary construction job. The employee also acknowledges that his/her employment may be terminated at any phase of this project, with or without cause, solely at the discretion of Triple “S” Industrial Corporation or its assigned representative(s).
4. Failure to disclose any condition that would prevent the employee from performing his/her assigned duties is grounds for immediate termination of the hire-in process or employment.
5. I understand and can perform this job with or without reasonable accommodation.