

## 2 Positions - Refinery Maintenance Planner and Scheduler - St. Louis

I have two new vacancies for a Refinery Maintenance Planner and a Refinery Maintenance Scheduler in the St. Louis area. These are 6 month assignments with a very good chance of extension to become long-term. While the client is open to someone just wanting to stay short-term, they are ideally looking for someone who would be interested in relocating to the St. Louis area if the initial assignment goes well. Experience with SAP and Primavera are required. The client is open to discussing a possible per diem up to the first 3 months of the assignment depending on desired pay rate. While the client is negotiable, I believe a competitive rate will be around \$65/hour without per diem for someone long-term. This will be a 5/40 work schedule with little to no overtime. However, these positions do include paid holidays. If you are interested or know someone who may be, please let me know!

Mary Prejean

Recruitment Consultant

[mary.prejean@airswift.com](mailto:mary.prejean@airswift.com)

in [airswift](#)  [weareairswift](#)  [@weareairswift](#)  [www.airswift.com](http://www.airswift.com)



### Published Description:

### Planner

Airswift, working with our leading petrochemical client, is seeking a Planner to work within their refinery in the St. Louis area.

Airswift is an international workforce solutions provider within the energy, process and infrastructure industries. Airswift serves as a strategic partner to our clients, offering a turnkey workforce solution to capture and deliver the top talent needed to complete successful projects by aligning with the unique needs of our clients. With over 800 employees and 6,000 contractors operating in over 50 countries, our geographical reach and pool of talent available is unmatched in the industry and the level of experience, exposure and expertise that the organization has is unparalleled.

**Role Synopsis:** The Planner is responsible for creating a work package, using SAP, detailing all job steps, materials, service contracts, rental equipment and costs for multi-discipline repair work on refinery equipment.

### Primary Duties:

- Attend planning priority meeting and ensure working on correct priority work orders as determined by attendees.
- Search and check for duplicate work orders before starting to plan a new work.
- Where required perform a field inspection, with all interested parties including Operations, Inspection, Engineering to determine/validate the repair scope.
- Determine the correct cost allocation for the the repair work, (Maintenance, Environmental,

Operations etc.)

- Determine the correct Work Order Type for the approved Notification(s).
- Create work orders from Approved Notifications daily.
- Develop planning packages to be utilized during work execution that include detailed work scopes, procedures, drawings, tools and equipment, services, technical information, estimates, schedules, EH&S considerations, quality control documents and bill of materials.
- Ensure work planning package address known permit requirements.
- Deliver a detailed planning package to the Area Execution Supervisor prior to the start of the scheduled work.
- Ensure sub-orders are used where the workscope changes mid execution.
- Use developed task lists and generate new ones for all complex jobs.
- Ensure special forms are initiated and included as part of the planning package (hot tap, lead paint, fibers assessment, permit required, confined space evacuation plan, pictures, excavation, etc.)
- Identify special materials, tools and sizes not typically used and ensure timely delivery.
- Create requisitions and/or reservations as appropriate for materials and services if needed.
- Verify material delivery and validate estimated start dates with Maintenance Supervisor, and Area Scheduler, before releasing work.
- Enter the total Cost Estimate for the work order and determine the proper authorization level for approval per established financial guidelines.
- Ensure that the Estimated Costs and Actual Costs are within 15% accuracy.
- Provide constructive feedback to supervision and Engineering to improve future scope definition when major scope growth or scope change occurs.
- Assign Orders to Revisions within SAP, after approval from Area Operations.
- Upon job completion, encourage and incorporate feedback from crafts and Maintenance Supervisor into task lists or work order.
- Continuously improve the planning process by gathering feedback, auditing, and analyzing performance vs. plan.
- Determine if which jobs should remain open, or be cancelled for the recurring backlog meeting (quarterly)

#### **Communication:**

- Ensure next day's schedule is communicated to Operations prior to close of business, ensuring first start work is identified to facilitate equipment LOTO/readiness

#### **Safety:**

- Demonstrate personal commitment to health, safety & environmental compliance with refinery standards
- Responsible for your own health/safety as well as health/safety of assigned employees and contractors.
- Ensure 100% compliance with refinery safety procedures (Permitting, LOTO, PPE, etc)
- Ensure 100% compliance with all other refinery procedures

#### **Administrative:**

- Use Material Management Process to order and track material status.
- Revise work assignments and hours as appropriate for current work plans
- Review User Status codes and make necessary additions/deletions. Maintain accurate User Status codes throughout the Notification life.
- Check for duplicate Notifications against existing Approved Notifications.
- Maintain correct Maintenance Activity Type for each Order.
- Maintain correct User Status(s) throughout the Order life.

- Update BOM's based on estimates versus actual. This must be done through the proper Reliability Group responsible for the attached material(s).

## Scheduler

Airswift, working with our leading petrochemical client, is seeking a Scheduler to work within their refinery in the St. Louis area.

### Role Synopsis:

The scheduler is responsible for creating a weekly master schedule, in SAP (Symphonic) delineated by day that integrates all routine

### Primary Duties:

- Develop a draft of the next week's schedule, utilizing 100% of the available resources, prior to the area's weekly scheduling meeting.
- Create weekly and daily work schedules with job steps/work orders as accurately as possible in order to produce accurate schedules (ensuring all required parts/materials are on-site).
- Make daily adjustments as needed to reflect the available resources, completed and rescheduled work.
- Schedule crane support and scaffold inspection when needed
- Query the system for Preventative Maintenance, Corrective Maintenance and Regulatory work that needs to be performed and prioritize if needed
- Maintain a clear overview of the volume of prepared corrective maintenance backlog and prioritize when to bring the work in
- Make suggestions on changes to craft mix to fit estimated work
- Keep informed of available work area capacities, highlighting upcoming constraints in time to mitigate them.
- Schedule project work via an Order when possible
- Work with contractors and the Maintenance Department to schedule contractors as needed
- Ensure the next day's schedule is communicated to Operations prior to close of business, ensuring first start work is identified
- Lead the area's weekly scheduling meeting to prioritize and identify work to be placed on the next week's schedule
- Develop a rolling three week schedule:
  - Week 1: Schedule 100% of the available resource availability.
  - Week 2: Schedule approximately 70% of the available resource availability.
  - Week 3: Schedule approximately 40% of the available resource availability.
- Assist Area FLS, Planner and Craftsmen as required to correct any resource shortfalls (e.g. materials, equipment, services, etc.)
- Work with Shop Supervisors to determine schedule for shop work.
- Monitor and adjust the remaining work hours for each scheduled operation to reflect the remaining hours on work that has been completed
- Set the work order user status to TECO, when the final activity is completed as directed by the trade or area supervisor.

### Communication:

- Ensure next day's schedule is communicated to Operations prior to close of business, ensuring first start work is identified
- Interact with planner(s) to ensure scheduled work is ready to be executed

### Safety:

- Demonstrate personal commitment to health, safety & environmental compliance with company standards
- Responsible for your own health/safety as well as health/safety of assigned employees and contractors.
- Ensure 100% compliance with company safety procedures (Permitting, LOTO, PPE, etc)

### Administrative:

- Attend the daily schedule update meeting to identify work to be rescheduled, progressed, or to be placed on hold, and communicate
- Develop a rolling three week schedule:
  - Week 1: Schedule 100% of the available resource availability.
  - Week 2: Schedule approximately 70% of the available resource availability.
  - Week 3: Schedule approximately 40% of the available resource availability.

- Attend and participate in performance and planning meetings as dictated in the MCRS Meeting Agendas
- Attend and participate in Backlog Management Meetings
- Set the job step status to complete, and work order user status to TECO, when the final activity is completed as directed by

**Qualifications:**

**Core Skills /Competencies:**

- Skilled in producing an integrated schedule of operational and maintenance activities.
- An industry background and experience of working in a trade discipline.
- Skill in the use of scheduling tools such as Gantt charts, PERT networks, CMMS scheduling module and resource histograms
- Skill in assessing and prioritizing work based on critical systems and equipment requirements, project commitments, age of
- Skill in working with supervisors to communicate priorities and assign resources required
- Skill in using a maintenance scheduling system