

Refinery Scheduler – Houston Area

I have a new vacancy for a long-term Scheduler for a refinery in the Houston area. I'm still waiting on final confirmation on pay rate, but it's looking like it will be around \$60-70/per hour with some potential flexibility based on experience; 9/80 schedule with little to no OT is expected. Assignment duration at this point is one year with an option to extend to 2 years. I'm looking for someone with 10+ years of experience scheduling a large portfolio of Capital Projects with an emphasis in the downstream arena. Qualified candidates **MUST** have experience using **Primavera 8.2 or greater** (this is mandatory per client), EVMS, and certification in P6 basic training module. If you are interested or know someone who may be, please let me know!

Regards,

Mary Prejean

Recruitment Consultant
mary.prejean@airswift.com



Job Title: **Project Scheduler**

Purpose: Manage, implement and control the overall scheduling process from project conception to project completion whilst supporting a portfolio of 250+ individual projects, ranging in size from \$0.3 to \$100 Mln each.

Accountabilities / Responsibilities

- Coordinate assigned day to day activities with the project and construction team.
- The ability to use prior project knowledge to build conceptual schedules and also utilize the IPA scheduling metric tool to validate overall cycle times.
- The ability to incorporate contractor detailed engineering and construction schedules with company activities to build a complete integrated project schedule.
- Provide assurance on schedules submitted by contractors according to the project guidelines.
- Analyze schedule logic, activity durations, constraints, float, resource loading, etc. Review critical path(s). Level resources as needed to support project constraints.
- Participate in the interactive planning meetings for projects requesting final investment funding as part of the assurance activity.
- Provide a schedule package appropriate for the project stage gate approval team.
- Coordinate the monthly reporting cycle and work with the Engineering Contractors to ensure that their schedule updates are submitted promptly according to the project guidelines.
- Perform schedule analysis. Create management reports that highlight project performance.
- Perform schedule risk analysis to establish an acceptable level of contingency in overall cycle time.
- Support development of the scheduling KPI stoplight charts.
- Develop, maintain, and continuously improve scheduling templates that incorporate all project phases.
- Develop, maintain and continuously improve scheduling procedures and work processes as necessary.
- Participate in IPA benchmarking and other site audits as needed.
- Ensure schedules are base-lined at each decision date.
- Assist construction group as needed with schedule integration during execution phase of project

- Assist in developing and maintaining a historical database of scheduling activities, durations and overall cycle times.

Qualifications and Experience

- 10+ years of capital construction planning or project scheduling experience in an operating/manufacturing facility
- 7+ years of experience in maintaining schedules for a project portfolio:
- Experience maintaining integration of multiple project files
- Experience maintaining 50+ project files (weekly updates)
- Experience maintaining 50-100 monthly integrated project updates
- Experience working with engineering, procurement and construction contractors, with advanced knowledge of engineering and procurement deliverables and sequencing
- Experience in interactive planning (Interactive Planning Workshops)
- Experienced in Earned Value management and the ability to audit / validate construction progress
- Ability to aggressively drive deliverables from multiple EPC contractors
- Proficient in reading drawings including ISOs, P&ID's, Plans, Elevations, Schematics and Project Management Plan
- Thorough understanding of proven scheduling techniques and practices
- Ability to adhere to schedule assurance procedures
- Ability to work in a fast paced, multi-deliverable, quality driven environment
- Ability to work with multiple levels of the organization
- Ability to attend field visits and progress verification
- Knowledge in Advanced Work Packaging or Work Face Planning is a plus and will be considered in place of other missing requirements
- Basic understanding of Project Controls
- Proactive
- Good people / networking skills

Computer Skills

- Proficient using Primavera 8.2 or greater with specific experience in project coding, activity coding, resource loading and resource leveling (mandatory requirement)
- Proficient using MS Office suite of software (e.g. Outlook, Excel, Word, PowerPoint)
- Basic knowledge of MS Access preferred

Education

- Bachelor degree preferred, but will consider relevant work experience.
- Certified P6 basic training module (required)
- Certified P6 advanced training module (preferred)

Further Requirements

- TWIC card
- Role will involve performing field walks and field audits. This will include accessing areas of the site using ladders, catwalks and scaffolding.