

January 31, 2017

TURNAROUND PLANNER AND SCHEDULER NEEDED TO WORK IN FREEPORT, TX.

Duration: 1 YEAR

Work schedule: 5x8s, 7x12s during actual Turnaround

Full benefits offered: Health, Dental, Vision, Paid time off, and 401k eligibility (after 6 months of service)

MUST HAVE ACTIVE TWIC TO BE CONSIDERED

Job description:

- Analyzing detail planning information from previous turnarounds.
- Requesting secondary discipline (instrument and electrical, rotating equipment) planning support as needed.
- Participating in the scope definition process with a focus on the mechanical activities (equipment inspections, repairs, and capital projects).
- Proposing alternative scope in order to meet the same objectives.
- Planning jobs assigned in the planning tool and producing the according to guidelines set by lead planners, planning coordinators, and turnaround manager.
- Maintaining all planning documentation including progress in the tools as defined by the planning coordinator and turnaround manager.
- Coordinating and facilitating capital project activities for the turnaround as defined by the turnaround and construction managers.
- Supporting secondary discipline planning in order to verify plans for the mechanical activities associated with instrument and electrical as well as rotating equipment jobs as necessary.
- Coordinating with the instrument and electrical, electrical, and operations planners regarding scope development, scope additions, isolations, work planning, PPE, permitting requirements, etc.
- Supporting the development of the site and unit infrastructure and facilities including providing summary of needs to the logistics coordinator especially long-lead deliveries.
- Assembling job packages.
- Verifying contractor understands the contents of mechanical work packages.
- Providing field support to the execution organization for mechanical jobs including safety and quality facilitation.
- Supporting the progression process and providing validation where necessary.
- Documenting daily findings and events through notes and photographs.
- Verifying discovery work is addressed through the turnaround-specific work process and providing planning, estimating, material, and/or service procurement as necessary.
- Participating in decommissioning/recommissioning, safety/housekeeping walkthroughs, and productivity audits.
- Providing contractors with any additional documentation needed to conduct work properly.
- Providing input to contractor evaluations.
- Participating in review meetings and creation of lessons learned.
- Verifying planning details, daily notes, photos, and other documentation are properly archived

Please send me your resume if you are interested or feel free to forward this along.

Megan Barnett, ASC, TSC, CSP | Technical Recruiter

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UP Professional Solutions, llc

MeganB@UPpros.com

PO Box 21099, Beaumont, TX 77720 | www.UPpros.com