

Integration Planner/Coordinator – Sample Job Description

Job Title: Integration Planner
Reports to: Construction Manager
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Prepared by date: April 1, 2XXX
Approved by: D. Boss
Approved by date: April 15, 2XXX

Summary

The Integration Planner is responsible for reviewing work plans from multiple contractors and proactively identifying potential conflicts or integration issues and resolving them. Other responsibilities include providing direction, leadership and coordination to planners while maintaining the critical path.

Essential Duties and Responsibilities include the following:

The integration planner ensures that safety, quality and efficiency are considered in the planning process to ensure results at the workplace. In this supervisory position, they would use their hands-on construction expertise to monitor Field Installation Work Package (FIWP) development and coordination of all work plans. The integration planner coordinates with and provides workplace construction knowledge to WorkFace Planners and acts as liaison between construction contractors and construction managers.

Safety:

The integration planner must facilitate a safe work culture and is accountable for overseeing safety requirement input into FIWPs to provide safe working conditions for all planned activities.

This may include:

- *Knowing, understanding and communicating the safety regulations (Occupational Health and Safety Act) and project specific safety policies and procedures*
- *Identify specific risks associated with executing the planned activities*
- *Providing or arranging for inclusion of safety compliance in FIWP to mitigate specific risks*
- *Ensure intended safety requirements are properly conveyed to workforce supervision.*

Project planning:

The integration planner is accountable for coordinating all FIWPs to a level 4 schedule from design documentation to the field to ensure continuity and integration of plans as part of a level 5 schedule.

Responsibilities may include:

- *Develop, oversee and seek continuous improvement of the WorkFace Planning program*
- *Assist in the development of FIWP templates*
- *Surveillance of contractor FIWP process*

- *Coordinate FIWPs across all planners*
- *Review FIWPs and provide constructive feedback to contractors WorkFace Planning Lead*
- *Assist contractors with accessing documentation and latest revisions necessary for building FIWPs*
- *Facilitate regular meetings to proactively resolve planning conflicts across contractors*
- *Participate in WorkFace Planning audits*
- *Keep up to date on WorkFace Planning developments in industry*

Qualifications:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill and or attitudes required. Reasonable accommodations may be made to enable individuals to perform essential functions.

Education and/ or Experience:

- *Completed Construction Safety Training Systems*
- *Minimum 7 to 10 years experience on industrial construction projects as a journeyman tradesperson or other construction project specialist such as a field engineer or technologist with hands on construction experience*
- *Minimum 5 to 10 years supervisory experience*
- *Completed a formal supervisory training program (e.g., Better Supervision, Merit Supervisory Training Program or equivalent)*
- *Completed Leadership for Safety Excellence*

Knowledge:

The integration planner should be aware of the following:

- Health, safety and environmental programs
- Company and project environment
- At least one specific construction trade discipline or construction speciality at a minimum journeyman level
- General construction and materials systems and procedures
- Basic understanding of project scheduling and estimating techniques
- Understand how the FIWP fits into the overall project schedule

Skills:

The integration planner should have the following skills:

- Problem solving
- Conflict resolution
- Effective at promoting collaborative decision making
- Leadership
- Effective oral and written communication
- Strong organizational skills
- Basic computer literacy
- Time management

- Good understanding of scheduling

Desirable Characteristics:

The integration planner should exhibit the following:

- Team leader
- Leader by example
- Team player
- Organized
- Good communicator
- Accepts challenges
- Willing to learn
- Responsible and accountable
- Good work ethic
- Adaptable
- Honest and acts with integrity