

WorkFace Planner – Sample Job Description

Job Title: WorkFace Planner
Reports to: Construction Superintendent
Prepared by: H.R. Folk
Prepared by date: April 1, 2XXX
Approved by: D. Boss
Approved by date: April 15, 2XXX

Summary

The WorkFace Planner is responsible for the conversion of Construction Work Packages (CWP) into Field Installation Work Packages (FIWP). They are also responsible for insuring that all necessary resources are available prior to releasing the FIWP and monitoring and control of FIWP.

Essential Duties and Responsibilities include the following:

The planner ensures that safety, quality and efficiency at the WorkFace are considered in the planning process. In this field position, they would use their hands-on construction expertise to develop Field Installation Work Packages (FIWP). The coordinates with and provides WorkFace construction knowledge to project schedulers, engineers, superintendents and managers. They act as liaison between the project controls department and workforce supervision.

Safety:

The WorkFace Planner must facilitate a safe work culture and is accountable for identifying and inputting into FIWP all necessary resources and specific safety requirements 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 planner is accountable for developing FIWP from design documentation and reviewing with foremen to ensure a complete understanding of the daily and weekly activities required to meet production goals.

Responsibilities may include:

- *Developing FIWP templates*
- *Preparing required project FIWP, which includes determining required activities, resources, special conditions, quality control, risk planning, interdependencies*
- *Determining and coordinating resource requirements and liaising with resource coordinators*
- *Reviewing FIWP for completeness and accuracy*
- *Coordinating FIWP execution with field supervision*
- *Monitoring and controlling FIWP and advising appropriate parties*
- *Coordinating activities with field supervision, resource coordinators, project controls, quality assurance other planners, and operations personnel*
- *Modifying, reviewing or adjusting FIWP as necessary*

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- *Conducting post-mortem on FIWP*

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 5 to 7 years experience on industrial construction projects as a journeyman tradesperson or other construction project specialist
- Minimum 3 to 5 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 WorkFace 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 fit into the overall project schedule

Skills:

The WorkFace Planner should have the following skills:

- Problem solving and conflict resolution
- Effective oral and written communication
- Strong organizational and documentation skills
- Basic computer literacy

Desirable Characteristics:

The WorkFace Planner should exhibit the following:

- Accepts challenges
- Willing to learn
- Responsible and accountable
- Good work ethic
- Adaptable
- Leads by example
- Team player

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- Honest and acts with integrity