

	Job Description Field Turnaround Planner	Date of Issuance:	Feb, 2021
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Job Title:	Field Turnaround Planner
Asset team:	Operations
Work Location:	Field Based
Full / Part Time:	Full Time

Primary Focus:

The Field Turnaround (TAR) Planner is an integral position within the Technical Services Team of Canlin Energy’s Canadian Operations. The Field TAR Planner reports to the Field TAR Lead within the Tech Services Team but when field deployed will report per the Canlin TAR Delivery Model organization chart (see below). Field Engineering, Asset Integrity and other corporate technical advisors (related to measurement, turnarounds and pipeline/equipment integrity) form the Technical Services department, reporting to the Manager of Technical Services. The team provides technical, compliance, process safety, measurement, turnaround, engineering, and integrity related support in both the local operations and corporate settings. The aim of the Technical Services Team is to deliver focused, prioritized engineering and integrity support to successfully maintain current and future business operational plans.

The Field Turnaround Planner manages the planning milestone schedule and the work execution schedule. The planner participates in development of the TAR work packages.

Accountabilities:

1. Management and stewardship of Planning Milestone Schedule with Turnaround Manager.
2. Participate in development of planned job packages.
3. Oversee schedule development (pre, execution & post project)
4. Management of work execution schedule.
5. Management of Logistics.
6. Liaise with operations and maintenance to ensure scope requirements are properly identified
7. Identify workforce requirements.
8. Facilitate weekly planning meeting.
9. Identify weaknesses within the planning team to the TAR Manager.
10. Contractor Management support.
11. Timely identification of resource requirements and the development of roles and responsibilities (including sign off), orientation and training.
12. Identify and track cost saving activities.
13. Support continuous improvement initiatives for the Turnaround team
14. Maintain personal development to ensure adequate skillset, tools and networks are in place.
15. Participate in the Gate 5 Post Turnaround Review session.

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Organizational Dimensions/Scope

This position supports Operations in Alberta and British Columbia. There will be a significant interface with the wider Canlin Energy community particularly in the fields of Operations, Engineering, Asset Integrity, Finance and Health Safety and Environment (HSER).

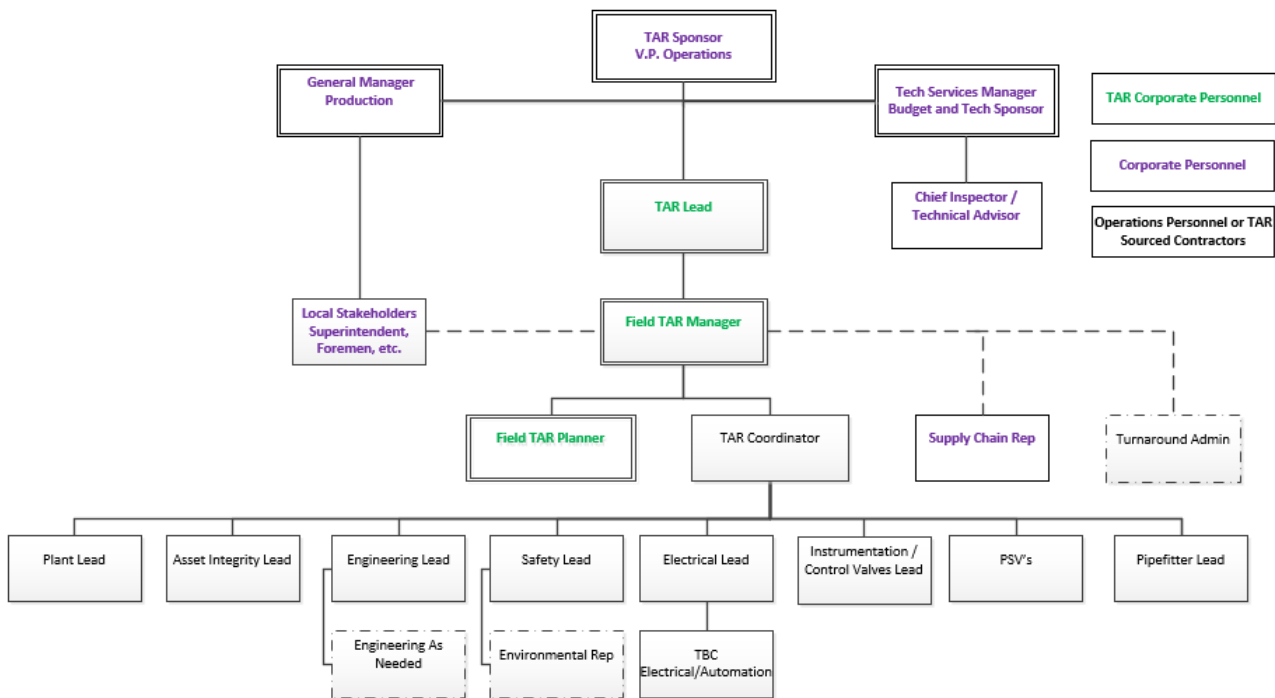
The Field TAR Planner role will be deployed to coordinate development of planned job packages, develop the execution schedule (pre-work, execution and post TAR) based on the sanctioned work scope. On most TARs the Field TAR Planner will shift to become the TAR Coordinator and be responsible for management of the work execution schedule for all phases. Between major TARs, this role will be tasked with planning minor outages associated with assets managed by the MRA team and supporting planning and execution efforts on capital projects as needed.

The role is corporately based and will require significant and extended travel.

Emergency Response Plan – roles and responsibilities:

Available resource – provide physical, technical, and/or coordination support as deemed necessary.

Organizational Chart:



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Table 1: Organizational Contacts

Direct Reports:	TAR Planning Team (Piping, I&E etc)
Supervisor:	Canlin TAR Lead
Indirect supervisor:	Field TAR Manager (during turnaround execution)
Support:	Local Stakeholders; Technical Services Team
Internal Contacts:	Engineering staff (Field, Production, Project), Operations Manager, Field/Plant Foremen, Superintendents, Operations & Maintenance staff, Supply Chain staff, HR staff, HSER staff, Technical Services Team (all)
External Contacts:	Vendors

Skills & Qualifications:

1. Technical Diploma (preferably mechanical, materials, or chemical) or a Journeyman level trade certification is an asset.
2. 5 to 10 years of maintenance planning experience in an industrial setting.
3. Proficiency with use of maintenance scheduling software (eg: CMMS, Primavera, MS Project, etc)
4. Experience using a Computerized Maintenance Management System (eg. J.D. Edwards, MAXIMO, SAP, EMPAC etc) considered an asset
5. Experience with project scheduling tools and techniques, specifically:
 - a. Developing tasks and milestones required to achieve the project requirements
 - b. Applying resource and duration estimates to each task
 - c. Setting task dependencies
 - d. Schedule optimization, and
 - e. Generating and reporting schedule and cost key performance indicators
6. Excellent organizational, leadership, stakeholder management, and communication skills.
7. Good understanding of the Process, Operational, and Maintenance aspects of upstream operations, equipment, and terminology.
8. Experience in Project Management, Contractor Management, and Vendor Auditing.
9. Strong computer proficiency.
10. Independent and self-supporting work habits, as well as an ability to lead and work with teams.
11. Innovative problem-solving skills and the ability to think differently
12. Possess both mechanical and technical skill sets, as well as a practical mindset.
13. Ability to multitask and prioritize work.
14. Enthusiastic, adaptable, and respectful of others
15. Valid Alberta Class 5 driver's license or equivalent.
16. Certification in H2S Alive, First Aid, WHMIS, Confined Space, and Ground Disturbance.

Table 2: Working Environment / Conditions:

Physical Effort:	Field travel, extended work hours and shifts during TAR execution
Physical Environment:	Blend of office and industrial workplace
Sensory Attention:	Regular
Mental Stress:	High volume workload and shifting priorities. Expect pressure from stakeholders and corporate supervision