



**Position Title:** PLANNER, LEVEL TWO

**Department:** PLANNING

Founded in 1825, Chantier Davie Canada Inc. is the most experienced and successful shipbuilder in Canada. With a world-class skilled workforce, Davie builds and repairs complex vessels that enable our customers to protect national and economic security as well as meet their commercial needs.

Our values: SUCCESS, DYNAMISM, ACCOUNTABILITY, AND RELATIONSHIP

### **JOB SUMMARY:**

Reporting to the Planner, Lead while assigned to a ship repair project, the Planner, Level Two is responsible for the development of the job cards/ work packs. Planner, Level Two is considered mid-level for planning and will occasionally be provided with guidance and assistance from more experienced planners on the team and the Planner, Lead.

Work is performed under moderate supervision. The supervisor assigns work and establishes objectives and timelines. The incumbent will provide feedback and input to the supervisor to discuss or clarify assignments where departures from standard practices are involved. Performance is evaluated on the basis of results achieved and the accuracy and timeliness of job card/ work pack creation.

Packages detailed work descriptions, special tools requirements, safety precautions, material lists, labor requirements, estimates for installation, maintenance, repair, or removal of shipboard equipment utilizing trade knowledge, formal education, experience, and related analytical and graphic skills.

Planner, Level Two will work with the service providers in engineering, safety, supply chain, etc. in order to ensure that the job cards/ work packs encompass all required pieces of information in order for production to execute the scope of work without interruption.

### **RESPONSIBILITIES:**

- Develops detailed process plans to include reviewing and applying manhour estimates, identifying special tooling, and material.
- Reviews the prints, drawings, and work scope and determines the work to be accomplished, relying on previous experience/ training; following accepted trade practices, pertinent specifications, sketches, drawings, prints; and considering time/cost restraints, tooling and material availability.
- Visits the jobsite while work is in progress and upon completion to determine whether the customer specifications (scope, materials, equipment, tooling, and skills) are adequately communicated to the production craftspeople.
- Capture job feedback (actual time and material usage, and production comments) in order to improve the job card development for future similar work scopes.

**SUCCESS**

**DYNAMIC**

**ACCOUNTABILITY**

**RELATIONSHIP**



- Consults with the supervisor on problems relating to craftsmanship, material, equipment, or procedures.
- Reviews expended manhours and material usage with estimated cost to determine if deviations are justified. Attends meetings and conferences as required.
- Must have an ability to gain intermediate working knowledge of the techniques and procedures of machinery, sheet metal work, welding, pipe fitting, electrical work, surface coating and painting, and a basic knowledge of supply and procurement.
- Must have an ability to gain intermediate working knowledge of high-temperature water and high-pressure piping systems and equipment such as steam heating, steam generation, hydraulic systems, vacuum systems, flash and expansion tanks, circulating pumps, and radiators; to include that accomplished by contracted work scopes.
- Revises plans and estimates if necessary as work progresses. Initiates procurement of supplies and material required for individual jobs and ensures the availability of essential equipment to complete the job.
- Organize information and material requirements in a job card/ work pack in accordance with the standard CDCI planning process, so that they are quickly and easily understood by the production craftspeople;
- Assign job card budgets within overall budgets;
- Provide reports on the status and progress of the work;

#### **REQUIREMENTS:**

- A minimum of 6 years of experience as a craftsperson in shipbuilding, ship repair, or construction projects, or a related University or college diploma in a relevant discipline (engineering, naval architecture) and 2 years of related experience;
- Rigour and strong organizational skills;
- Advanced knowledge of typical computer software programs i.e. MS Word, Excel, PowerPoint;
- Awareness of an ERM, scheduling and or planning software (e.g. AVEVA, Primavera);
- Ability to communicate with different departments in a multidisciplinary environment;
- Ability to work in a team;
- Successfully complete the investigation and security clearance process required under the Federal Government's Contract Security Program.