



**Position Title:** SCHEDULER

**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 Director, Scheduling and Planning, the Project Scheduler is responsible for creating, maintaining, and coordinating ongoing projects. He implements resource use models and predictions. He works closely with project managers and leaders to establish, evaluate, and optimize project planning.

### **RESPONSIBILITIES:**

- Read and interpret plans, drawings, and all information provided by engineering and the supply chain;
- Organize information and material requirements in a work order so that they are quickly understood by the production department;
- Estimate resource requirements and duration of activities on the schedule considering production facilities and resources (e.g. space constraints, equipment, skilled operators, etc.);
- Assign work order budgets within overall budgets;
- Provide reports and spreadsheets on the status of the work;
- Participate in the resource planning for projects and ensure their availability with the procurement department;
- Perform project management tasks, such as:
  - Develop and maintain procedures for planning, organizing, and completing engineering operations within Davie;
  - Ensure compliance with agreed procedures for planning, organizing and completing all planning operations within Davie;
  - Ensure that all relevant planning procedures and work instructions are available, understood, implemented, and updated in accordance with standard operating procedures;
  - Develop and cultivate a communication strategy between the planning team, operations management, and the client, as required;
  - Ensure smooth operations in the planning department.

### **REQUIREMENTS:**

- University or college diploma in a relevant discipline (engineering, naval architecture);
- A minimum of 3 years of experience as a planner or scheduler in shipbuilding or major construction projects;
- Rigour and strong organizational skills;
- Good knowledge of business network systems;
- Understanding of an ERM and planning system (e.g. 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.

**SUCCESS**

**DYNAMIC**

**ACCOUNTABILITY**

**RELATIONSHIP**