



# TRON

## BUILDING THE FUTURE

### OUR MISSION:

Total customer satisfaction achieved through a commitment to:

- Safety
- Cost Effectiveness
- Environment
- Quality Workmanship
- Reliability
- Training and Apprenticeship
- First Nations and Metis participation
- Cooperation

**POSITION:** Scheduler/Planner

**POSITION OVERVIEW:** The Scheduler/Planner is Responsible to create and maintain the schedule for all components of construction and mining projects, as well as service contracts.

**RESPONSIBILITIES INCLUDE:**

- Organize, implement and maintain scheduling management system supporting identified projects and their plans.
- Assist to set up, as well as sequence, tasks and sub-tasks to ensure satisfactory execution of project contract requirements as scheduled.
- Log project time-lines and maintain database of tasks and its status.
- Log all new information into database and provide scheduled reports for contract coordination and reporting purposes.
- Interact with customer and project staff to schedule work and coordinate assignments.
- Set up the project schedule baseline and manage subsequent baselines and version control for subsequent changes.
- Design and develop project schedule in conjunction with Construction and Project Management input.
- Interact with project team and task managers to define scope of work to develop and update detailed schedules, cost information and identification of variances from original plan.
- Evaluate project schedule progress and performance and identify developing problem areas. Investigate schedule to identify potential schedule recovery options.
- Analyze critical path and constraints to determine effect of changes to schedule and recommend work-around.
- Develop and update weekly look-ahead schedule working with superintendents and field engineers.
- Suggest management of risks affecting project profit, costs, schedules and client relations.
- Support project management team to maintain timely and effective change management processes, procedures and systems. Ensure schedule is updated with formally approved Contract Change Orders, re-baseline if required.
- Assist project team to develop and maintain periodic status reports to keep management informed on project progress.
- Conduct analysis to determine alternative courses of action or recovery on slipped schedules.
- Interact with customers, managers, operation leaders, financial controller and EVM analyst.
- Assist the Project Cost Controllers in creating and maintain the project S Curve.
- Generate a late task report identifying tasks that have not been completed in the allotted time frame.
- Ensure the appropriate identification and management of project task float, where required.
- Resource load the project schedule based on the execution strategy defined by the Project and Construction Managers.
- Maintain a level 5 shutdown schedule daily with the Superintendent and provide updates to the client.

**QUALIFICATIONS REQUIRED:**

- 5+ Years of construction and mining scheduling experience.
- Proficiency in the Primavera P6 scheduling program.
- Proficiency in developing, resource loading, analyzing and reporting on project schedules.
- General knowledge of construction means, methods, and task sequencing, as well as experience in translating engineering material take offs into physical duration.

Please submit your resume in confidence to:

Tron Human Resources  
301 - 2555 Grasswood Road East, Saskatoon SK S7T1K0  
Phone: 306-652-4989 Fax: 306-664-8923

Email your resume and applicable certifications to:  
[employment@troncm.com](mailto:employment@troncm.com) www.troncm.com

- Good organization and communication skills.
- Bachelor's degree in Engineering or technical background required. Equivalent years of experience in scheduling may be considered.

We encourage qualified First Nation candidates to apply for this position.

We thank all candidates for their interest, however, only those selected to move forward in the application process will be contacted.

**CLOSING DATE:** May 31, 2019

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