Connex Personnel is currently recruiting a Scheduler/Planner (Intermediate/Senior) for an oil sands client's In Situ projects portfolio located in Calgary, AB.

The Project Controls Scheduler/Planner is responsible for developing, maintaining, and analyzing integrated project schedules to support safe, predictable, and efficient delivery of capital projects within the Projects Business Unit (In Situ portfolio).

Key Accountabilities

- As a professional, you will be responsible to drive adherence to safety compliance; develop, maintain and continuously improve all aspects of project planning / scheduling for the successful PC service on assigned projects.
- Maintain Schedule Breakdown Structure (WBS), Work Packages, Calendars and the Resource assignments within the schedule for assigned project.
- Coordinate with Engineering providers, Construction contractors, project team and multiple stakeholders to develop an integrated schedule aligned with the company's Projects methodology.
- Review and present integrated schedule with management to get their endorsement. As project progresses, update, manage and review each month with teams.
- Analyze and evaluate schedule management involving the critical path method (CPM) of scheduling techniques, estimating change notices on schedule impact, change management process (scope changes, non-scope changes and potential changes), with impact on project finish date forecast.
- Onboard and continuous stewardship of Construction contractors to the company Planning & Scheduling requirements for early compliance to the contractual controls obligations and standards. Lead contractor's development and compliance to schedule best practices and procedures
- Setup and review field progress, performance systems and rules of credit in line with company standards & procedures. Chair progress meetings with project teams as necessary
- Provide project progress & performance verification, compare actual, planned and forecast hours, key quantity installed in the field and explain variances; Identify future potential schedule forecast and makes a judgment regarding its impact.
- Liaise as required to support project teams in order to provide accurate and timely expert advice to the project leadership team that may allow proper and effective project steering
- Perform audit of actual claimed progress (deliverables, field quantities, etc.). Manage quantity tracking during various phases of engineering, construction and close-out. Track schedule benchmarking data.
- Coordinate the preparation, consolidation and analysis of project reports assuming responsibility for its overall accuracy, completeness and timeliness. Manage Gate 3 baseline, current plan and contingency plan during the execution window
- Provide periodic schedule risk analysis and quality check for all project schedules, as well as supports implementation of any findings and any recommendations (e.g. PMoC, resource/shift adjustments)
- Collaborate with functional counterparts like PC Cost, PC Estimating, Engineering, Construction, Supply Chain, Finance, and Project Governance to guarantee the necessary input from those functions are considered in the planning effort to achieve project goals.
- Work with contractors and functional counterparts, work on the month-end reporting w.r.t schedule variance analysis, project performance metrics, quantity tracking and forecasting, system completion metrics, and stewardship process per required timelines
- Participate in bid reviews and support supply chain process as necessary
- Support Project teams with ad-hoc requests, cover for absences if required, provide expert advice upon request
- Provide support to the cost team by assisting them with appropriate schedule profile and enter data in various tools upon request

Minimum Requirements

- Bachelor's degree or Trade background
- 10+ years of direct Project Controls Planning & Scheduling experience in the Oil & Gas/Oilsands industry.
- Strong preference for previous In Situ experience working on SAGD projects.
- Project controls experience with management of change, field progress systems and contractor performance management in a major projects environment.
- Experienced hands-on user of Primavera version 6+.
- Working knowledge of SAP and Microsoft Office applications.
- Additional working knowledge of Primavera Risk and Acumen Fuse is an asset.
- Working knowledge of estimate development, cost processes and tools, SAP and ECOSYS is an asset.

Preferred Qualifications

- Planning/Scheduling professional with depth and well-rounded project controls expertise, understanding of procedures and best practices.
- Ability to support critical project needs and meet tight deliverable deadlines.
- Ability to translate schedule information into usable reports at different levels of the organization.
- Good communication skills; both written and verbal, and positive teamwork approach with cross-functional partnership and collaboration.

Working Conditions

• Calgary-based office environment, standard 5x2 M-F with 40 hrs/week.
• Occasional field visits may be required depending on the specific needs of the project.

Anticipated Start Date: 2027-01-04
Anticipated End Date: 2027-12-31

Please submit your resume to hr@connexpersonnel.com