

Careers

Planning Coordinator

Job No: 109145

Location: Medicine Hat, Alberta

- **Put your planning knowledge to the test in an exciting new role!**
- **Use your skills in a dynamic role within a collaborative team environment!**
- **Receive competitive compensation with a global leader!**

ABOUT THE ORGANIZATION

Methanex is the world's largest supplier of methanol to major international markets in North America, Asia-Pacific, Europe and Latin America. Methanol can be found in products from windshield washer fluid to recyclable plastic bottles, plywood floors to paint, silicone sealants to synthetic fibers. The energy sector is one of the most rapidly growing markets for the use of Methanol and greatly relies on the expertise and commitment of Methanex as their trusted supplier.

With the care of the environment as the root of their business, Methanex is a Responsible Care® company committed to the safe, ethical and environmentally sound management of the chemicals it makes and uses. Responsible Care® is an ethic established by the Chemical Industry Association of Canada (CIAC). The Responsible Care® ethic is an integral part of Methanex's global commitment to ensuring the well-being of all stakeholders, wherever Methanex does business.

ABOUT THE OPPORTUNITY

Methanex is currently seeking a **Planning Coordinator** to join the team in **Medicine Hat** for a temporary term with a commencement date of March 2019 and an anticipated duration of approximately seventeen months through July 2020.

In this role, you will be responsible for detailed planning and scheduling of routine maintenance and urgent or emergency work, assigning and communicating work to applicable departments, and the facilitation of organizing and procuring contractors to maintain necessary equipment.

The Planning Coordinator is also responsible for planning and scheduling all re-certification of tools and heavy duty equipment while following and maintaining the corporate budget as directed.

More specifically your responsibilities will include:

- Executing maintenance planning tasks in accordance with the Methanex Site Activity Coordination Guideline
- Planning and scheduling urgent and emergency work as well as developing appropriate work orders, and assigning to applicable departments
- Visiting job sites to confirm problem description, determining if special services are required and photographing as required
- Developing and maintaining preventative maintenance programs
- Collaborating with Maintenance Supervisors to schedule manpower and resources for the most effective production and maintenance
- Procuring specialty items that are not typically kept in inventory
- Acquiring weld packages, and hard copys such as isometrics, piping and instrumentation drawings, quality control specifications, ABSA (Alberta Boilers Safety Association) codes, and weld procedures
- Re-certifying tools, heavy duty equipment, and fire water equipment, as set out by standards
- Developing and maintaining preventative maintenance programs
- Developing purchasing and contract specifications, including the selection of appropriate and correct technical standards and specification of special delivery requirements to protect items and parts reliability and Bill of Material data integrity

- Analyzing, scheduling and preparing critical path schedule, identifying any schedule slippage, and notifying management for mitigation
- Assuring that work orders are entered and updated within the computer system in an accurate and timely manner and that all order information is complete
- Retaining a working knowledge of engineering prints and manufacturing capacity status to effectively determine production lead times for customer orders
- Evaluating material requirements for each project and determining extra parts and tools that are required
- Estimating manpower and employee hours necessary to complete a project
- Developing cost and time estimates of planned maintenance work
- Ordering and distributing personal equipment and supplies
- Taking a lead in planning activity for PM Outages and Forced Outages
- Generating and maintaining work list for manpower duration and cost estimates
- Identifying critical path activities, confirming their validity and working with other groups to identify alternative work sequencing that will optimize execution
- Reviewing Job Plans for accuracy and provide feedback for quality work packages
- Collaborating with maintenance and operations teams to continually improve the business, including safety, production, cost, and other joint objectives
- Attending and contributing information during team meetings with regard to current and outstanding issues and/or weekly process
- Conducting all business in a manner which supports the Responsible Care® ethic

To qualify for this role, you must have a **Red Seal journeyman certification in millwright, steamfitter or instrumentation** combined with a **minimum of 10 years experience in a relevant trade** and a **minimum of 5 - 7 years experience in a work plant site**.

Our ideal candidate will also:

- Be bondable
- Have the ability to read and understand isometrics/ P&IDs (Piping and Instrumentation drawings) and specification sheets
- Be proficient in the use of Microsoft Office

- Have experience with monitoring and reconciling monthly budget
- Be Familiar with maintenance planning and scheduling programs; i.e Primavera P6
- Be proficient with manpower and resource levelling
- Have proven planning and time management skills
- Deal effectively with ambiguity
- Have exceptional interpersonal communication skills
- Effectively manage competing priorities
- Have a superior ability to focus and work quickly in demanding circumstances
- Possess Exceptional troubleshooting and decision-making skills
- Remain composed in highly stressful situations
- Be extremely organized with excellent attention to detail

If you have the drive, determination, and ambition to meet and exceed expectations, then we invite you to apply today!

ABOUT THE BENEFITS

Building on our **core values of integrity, trust, respect and professionalism**, our corporate culture encourages communication and teamwork and rewards employees for creativity and innovation. We are also very active in supporting educational and training/development initiatives. We sponsor scholarships and co-op programs at local colleges and universities as well as hands-on training programs at our manufacturing facilities.

In exchange for your hard work and dedication, you can expect to receive an industry **competitive salary** along with **health, dental, and survivor benefits**.

Join this thriving and team focused market leader today and expand your experience with a new challenge - **Apply Now!**

To apply, please complete the online application form below. Once you have answered the questions, please click NEXT and you will be instructed to attach your resume on the following page. Please submit your resume and cover letter as a single document.

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