

Integrated Scheduler – Edson



Reports to: Senior Foreman, Integrated Operations Centre

Position Overview

Repsol Oil & Gas Canada Inc. has an exciting opportunity for an experienced and dynamic individual to be involved in the implementation and continuous improvement of the new Integrated Operations Centre (IOC).

Reporting to the Senior Foreman, Integrated Operations Centre this position is responsible for providing a prioritized schedule of daily field activities for the Asset & Reliability Operators and Maintenance technicians facilitated by use of the IOC structure. The role will be focused on using Maximo to prioritize and schedule required field work. This person will identify opportunities and challenges in creating optimized schedules while communicating and sharing expertise with all functions within Edson.

This position will work directly with all IOC personnel (Optimization Specialist, Operations Specialists and Integrated Planner), Maintenance Foreman and Leads and Field Foreman on a regular basis.

Responsibilities

- Owner of short/medium/long term master schedules which includes all identified activities for the business unit (master schedule will show key activities for the year and as far out as 3 to 5 years)
- Determines what work is most important based on safety, regulatory compliance and business impact
- Facilitates the management and approval of the integrated schedule
- Controls and aligns scheduling of Operations and Maintenance services
- Works closely with all Integrated Operations Centre personnel and Maximo to build appropriate notifications, reports and integrated schedules
- Reviews preliminary weekly schedule with Maintenance Leads & Field Foreman for alignment on what equipment requires downtime, who is doing the work and the timing of the work
- Provides weekly schedule of work to Asset & Reliability Operators and Maintenance Leads for assignment to tradesmen
- Sends out weekly schedule reports to all stakeholders for planned work occurring in Edson
- Prioritizes and schedules all routine Preventative and Predictive maintenance work for both Operations and Maintenance teams
- Schedules corrective maintenance work and other types of work orders by use of prioritization matrix and ensures impacted operators and trades are aware
- Monitors schedule compliance and works with Maintenance Leads and Field Foreman on cut-in work scheduling
- Tracks KPIs: scheduled hours, schedule compliance, planned vs. actual hours, work order backlog, etc.
- Communication link between the field and vendors when applicable
- Works with Planner, Field Leadership and Project teams to integrate T/A, F&C and other tasks into the weekly schedule

Qualifications, Skills and Key Behaviors

- Expertise in planning and scheduling with a wide operational and maintenance knowledge base
- Excellent interpersonal and communication skills with proven ability to collaborate with and clearly articulate tasks to field operators, maintenance leads and tradesmen
- Proven ability to drive and manage change, while striving for continuous improvement and maximizing efficiency
- Self-motivated with the ability to work effectively in a team environment
- Knowledge of, or willingness to learn new systems (Microsoft, Well Health, Maximo, PVR, SCADA, SAP)
- Analytical mindset capable of merging business skills with people skills in order to move the KPIs, and reduce operating and business costs for the district; able to analyze and interpret data in order to effectively target field activities
- Business acumen and familiarity with all types of production equipment to ensure environmental and regulatory compliance
- Capability to help troubleshoot minor and major corrective work

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Additional Information

- Only applicants who are legally entitled to work in Canada will be considered
- This is a permanent, full-time position located in Edson, Alberta
- Relocation assistance may be provided to the successful applicant
- This position is not open for an international assignment

To Apply

- Visit Repsol Canada's Career Page (www.repsol.ca)
- Click on the [CAREERS](#) page and scroll down to find the Apply Now link
- Click on [INTEGRATED-SCHEDULER 43904](#)
- Click 'Sign In' to access your existing Workday account, or click 'Apply' to create a new account
- Attach your cover letter and resume in your Workday account to apply for this position
- You will receive an automated email message to confirm that your application has been received

By applying for this position, you consent to the collection, use and necessary disclosure of the personal information provided during the application and selection process.