

Planning Engineer

Role Title: Planning Engineer

Reporting To: Planning Manager

Role Purpose:

To produce and monitor a computer based programme which ensures that the project will complete on time and within the given budget

Key Tasks

- Compile project programme installation, procurement and drawing programme
 - Identify key dates start/finish
 - Identify resources available
 - Agree the format with M/C
 - Evaluate problem areas and highlight areas of concern
 - Analyse information supplied by suppliers/sub-contractors
 - Accumulate data from all parties
- Monitor progress installation procurement, design drawings
 - Check on progress
 - Verify works complete
 - Review any possible delays
 - Monitor material deliveries and drawing production
 - Analyse information supplied by suppliers/sub-contractors
 - Accumulate data from all parties
 - Keep reports up to date
- Prepare targets, review results and report
 - Target work areas
 - Review progress
 - Prepare detailed reports
 - Recommend any remedial works necessary
 - Forecast progress



Planning Engineer

Continued...

Technical Expertise

- Basic computer knowledge
- Industry knowledge trade background or engineering
- Basic presentation skills
- Basic report writing skills
- Basic labour resourcing skills
- Planning techniques
- Minimum craft apprenticeship completed

