



## **JOB DESCRIPTION**

### **OPERATIONS PLANNER (Bargaining Unit Position)**

#### **FUNCTION**

An Operations Planner is a professional who works in the central control room (CCR) to monitor the operation of equipment, machines, and other systems in the plant. The Operations Planner provides technical direction and guidance to the site employees in order to maintain satisfactory process performance and to troubleshoot problems. The Operations Planner coordinates and oversees both rail and vessel arrival and departures as well as facilitates operational planning for Alta Gas LPG yard.

Duties include managing alarms or alerts, monitoring production rates, data entry and logging system statuses through a variety of web-based applications and HMI interfaces.

The job requires knowledge of computer programs including outlook, excel and word. There is a large amount of radio and telephone communication with internal and external groups and the environment is often fast paced.

The Operations planner plays a central role in the emergency response plan for Trigon.

#### **REQUIRED SKILLS**

1. Computer literacy is required in this position
2. Strong verbal communication skills for frequent radio communication
3. Strong technical writing skills for communication
4. Time and priority management skills must be well developed
5. The ability to quickly interpret real-time information from multiple sources and respond with appropriate action
6. The ability to manage and prioritize multiple tasks is key
7. Strong analytical skills and excellent attention to detail
8. Ability to interact within a multi-disciplined team
9. Self-motivation and the ability to work independently
10. A valid driver's license

## **EDUCATION**

1. High School Diploma or equivalency
2. Basic knowledge of PLC & HMI systems preferred

## **Expectations:**

1. Must be timely and courteous with all internal and external communications
2. Information must be accurate and delivered on time.
3. All Trigon and customer data must be kept confidential.
4. Acquire and maintain a working knowledge of site operations.
5. Flexibility with respect to work assignments and schedules is expected. Ability to work a rotating tour schedule of 12-hour shifts, both day and night is required.
6. All policies are expected to be followed.
7. Provide feedback and suggest improvements to advance efficiency of job function.
8. Be respectful of all internal and external contacts.
9. Have a strong commitment to safety
10. Be responsible and accountable for all work and outcomes.

Approved: \_\_\_\_\_  
Operations Manager

Date: \_\_\_\_\_