



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.

The control room environment is fast paced, requiring a calm and focused Planner who is able to multi-task and function under stress. 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 proficiency with computer programs including outlook, excel and word. There is a large amount of radio and telephone communication with internal and external groups.

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

REQUIRED SKILLS & ABILITIES

1. Demonstrated understanding of accounting fundamentals in order to accurately balance and reconcile volumes for reporting purposes.

2. Proficiency with computer software, including Microsoft Office applications; with a minimum typing speed of 40 words per minute
3. Intuitive with web-based data entry applications
4. Able to multitask effectively in a fast-paced environment
5. Able to concentrate and remain focused for extended periods of time, reason logically with new information, and remain calm under pressure.
6. Strong analytical skills and excellent attention to detail
7. The ability to quickly interpret real-time information from multiple sources and respond with appropriate action
8. Strong verbal communication skills for frequent radio communication
9. Strong technical writing skills for communication
10. Time and priority management skills must be well developed
11. Ability to interact within a multi-disciplined team
12. Self-motivation and the ability to work independently
13. Ability to work a rotating tour schedule of 12-hour shifts, both day and night is required.
14. A valid driver's license

EDUCATION & EXPERIENCE

1. High school Diploma or equivalency. Post-secondary education or certification is preferred.
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.
6. All policies and procedures 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: _____