

# Job Description



Document Code:  
JCVA-HRD-4-002

Effectivity Date:  
March 1, 2022

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01

Dept/Unit:  
Human Resources

## Planning Engineer

Reporting to: Technical & Operations Director  
Department: Ground Up – Project Planning  
Division: Operations  
Project/Location: Head Office  
Rank: Supervisory/Managerial

### MAJOR RESPONSIBILITIES

#### Planning Phase

1. Develop High level program based on conceptual design and drawings.
2. Provide programming input to Project Management Team during Conceptual Stage
3. Refinement, update and revise High level Program to produce a schedule model that can be used for further development.
4. Attend meetings when required.

#### Pre-construction Phase

5. Development of Baseline Master Schedule that will serve as the project Baseline schedule which comprise of a full-blown schedule model including Design deliverable milestones, Tender and award of Work Packages, Owner supplied materials.
6. Prepare schedule control reports and charts that form part of the Baseline i.e., curves and histogram.
7. Prepare Tender events monitoring and tracker.
8. Prepare Milestone log.
9. Attend meetings when required.

#### Construction Phase

10. Articulate the Schedule Management procedures and processes and execute diligently.
11. Progressive elaboration of Integrated Master Schedule (IMS) templates in Primavera P6 which comprise of a full-blown baseline model to include all contract packages.
12. Review and analyze of all contractors and vendor's baseline schedule.
13. Progressive Integration of Gen-con, subcontractor program and awarded NSC/ODC packages into Integrated master Schedule (IMS).
14. Cost Loading or Weighted % loading of Awarded Package and translation into final executable budgeted diagram (S-Curve) necessary for monitoring and control.
15. Development of Cash flow or Budgeted quantity S-Curve (in excel and pdf).
16. Periodic revision and status updates of baseline schedule i.e., weekly update.
17. Monitor construction works in progress for accurate earned value report and forecast to complete.
18. Manage the general coordination and scheduling of all works per approved Baseline Master Schedules.
19. Prepare and submit weekly internal schedule reports, analysis of delays and recommend mitigation strategy or recovery plan.
20. Change Management to capture every modification to the contract through and approved Change Order issue by the PM/CM.

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21. Perform review and analysis of contractor's request for extension of time (EOT), and provide recommendation as to the degree, accuracy, and quantification of entitlement.
22. Preparation of Weekly Status Update Reports not limited to critical path and look-ahead.
23. Prepare and recommend recovery schedules for internal controls.
24. Review and analyze contractor's recovery schedules.
25. Prepare Monitoring TRACKERs and Dashboard for executives.
26. Update and keep current the master baseline program and other project management tools and dashboard. Ensure that all stakeholders are well informed of the status of the time schedule of the project.
27. Attend and participate in weekly Planning meetings.

## **Post Construction Phase**

28. Prepare Punchlist and Handover program
29. Prepare and finalize the As-built programs
30. Attend meetings when required

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## KEY PERFORMANCE INDICATORS

### Planning Phase:

1. Ability to accurately estimate project costs, timelines, and resource requirements.
2. Efficiency in creating project plans, including developing schedules, identifying critical paths, and establishing milestones.
3. Performance during internal and external audits, including compliance with document control procedures, accurate documentation, and timely response to audit findings especially in relation to ISO 9001:2015 and ISO 45001:2015.

### Pre-construction Phase:

1. Percentage of successful bids secured by the planner, indicating their ability to effectively develop competitive proposals.
2. Ability to identify and mitigate potential risks during the pre-construction phase, such as identifying environmental risks or negotiating favorable contracts.
3. Performance during internal and external audits, including compliance with document control procedures, accurate documentation, and timely response to audit findings especially in relation to ISO 9001:2015 and ISO 45001:2015.

### Construction Phase:

1. Effectiveness in managing project costs, including budgeting, tracking expenses, and minimizing cost overruns.
2. Performance during internal and external audits, including compliance with document control procedures, accurate documentation, and timely response to audit findings especially in relation to ISO 9001:2015 and ISO 45001:2015.

### Post-construction Phase:

1. Client feedback and satisfaction with the completed project, assessing the planner's ability to meet client expectations.
2. Performance during internal and external audits, including compliance with document control procedures, accurate documentation, and timely response to audit findings especially in relation to ISO 9001:2015 and ISO 45001:2015.

## QUALIFICATION AND COMPETENCY REQUIREMENTS

### MINIMUM EDUCATION and EXPERIENCE

1. Must possess a bachelor's degree in civil engineering.
2. Must be a licensed engineer.
3. Preferably 10-15 years of experience as a Project Planner.
4. Must be proficient in Primavera P6, Microsoft Project, and other scheduling tools.

### KNOWLEDGE

1. Understanding of construction practices, processes, and methodologies.
2. Knowledge of project management principles, techniques, and tools.

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3. Familiarity with local and national building codes and regulations.
4. Knowledge of construction documents, including blueprints, specifications, and contracts.
5. Understanding of cost estimation methods and the ability to create accurate project budgets.
6. Knowledge of identifying and mitigating project risks.

## **SKILLS**

1. Proficiency in creating comprehensive project plans, including defining tasks, setting milestones, and establishing timelines.
2. Strong oral and written communication skills to effectively communicate with stakeholders, team members, and clients.
3. Ability to identify and address project issues and obstacles promptly and effectively.
4. Excellent organizational skills to manage project documentation, schedules, and resources efficiently.
5. Collaboration and leadership skills to coordinate and work effectively with project teams, subcontractors, and suppliers.
6. Proficiency in project management software, scheduling tools, and other construction-related software such as Primavera P6 and Microsoft Project.

## **ATTRIBUTES**

1. Meticulousness in reviewing project plans, specifications, and documents to ensure accuracy and compliance.
2. Ability to prioritize tasks and manage time effectively to meet project deadlines.
3. Adaptability and openness to changes in project scope, schedules, and priorities.
4. Capacity to analyze project requirements, constraints, and risks to make informed decisions.