



POSITION GUIDELINE

POSITION: Production Planner

DEPARTMENT: Production

REPORTS TO: Shop Superintendent

DATE PREPARED: Sept 15, 2006

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Responsibility for setting the production flow requirements of the Company. This includes establishing manpower, equipment, shop space and yard space requirements.
- Project and advise management when new work is required to maintain production in the shop and detailing.
- Provide scheduling direction to project administrators and promote a cooperative work atmosphere between the project administrators.
- Determine priorities and set schedules for project completion. Monitor and adjust schedules to ensure project critical path is on track.
- Provide direction to first-line supervisors and promote a cooperative work atmosphere between shop personnel and other departments.
- Perform human resources activities, including but not limited to: recruitment, hiring, review, disciplinary action, conflict resolution etc. as required.
- Identify improvements in production, policy and procedures within JNE.
- Maintain appropriate confidentiality of Company, employee, customer and supplier information
- Assist in recruiting process specific to administration and evaluation of shop weld test for potential hires. Administer additional shop tests for new hires as required and assign to appropriate shop supervisor in conjunction with Shop Superintendent.
- Review company budget with management and identify manpower/volume required to meet financial objectives.

We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.

DESIRED QUALIFICATIONS

- 5- 10 years of related experience
- Demonstrated leadership skills
- Good problem-solving skills
- Demonstrated abilities to be flexible and multitasking
- Demonstrated ability to effectively determine priorities in a very busy environment
- Strong management skills
- Strong interpersonal skills and communication skills (both written and verbal)
- Project Management experience or Production Planning experience
- Grade 12

EMPLOYEE ACKNOWLEDGEMENT:

DATE:

APPROVED BY:

DATE: