

JOB DESCRIPTION – Project Planner

Job Title	Project Planner
Date Reviewed	February 2024
Responsible To	Project Manager
Responsible For	Schedule Production and Reporting
Location	Dublin

Business Profile

AVK are a leading provider of critical power systems and maintenance that guarantee reliable power. For over 30 years we've been supplying UPS systems, standby diesel generators and more recently Battery Storage and Gas Generation solutions providing our clients with reliable back-up power schemes for their mission critical services and systems.

We are trusted by many of the largest Data Centre operators, Finance & Banking providers and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel/gas generators, uninterruptible power systems, battery storage, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation and on-going maintenance of critical power systems. We provide solutions for standard or large-scale bespoke applications, covering all project sizes from £1k up to £120m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service.

Role Summary

The Project Planner will work with the Project Manager and on-site team plus subcontractors in developing a base line programme. The Programme shall set out the specific design, procurement, construction, installation, commissioning and testing activities to be performed by AVK and their subcontractors. The project planner should then maintain the program updating for project, delays and providing look ahead to the delivery team

Responsibilities

1	Building a level 4 detailed schedule for delivery of project
2	Cost and labour loading schedule as required
3	Participate in project meetings including planning meeting and progress meetings with clients and consultants.
4	Production of reports from site based information from engineers.
5	Interface with Project Managers to ensure accurate updating of project schedule
6	Coordinating and integrating AVK schedule with master project schedule
7	Reviewing and integrating subcontractor's schedules into AVK schedule
8	Ensure all commissioning documentation in place, approved and signed off.
9	Provide weekly and monthly progress reports on schedule
10	Providing weekly lookaheads
11	Attending weekly pull plan meetings with Main contractor
12	Providing critical path impacts and analysis for claims/applications

Person specification

Key skills and knowledge	Desired/Essential
The ability to work on your own initiative and as part of a team	Essential
Experience working on large scale fast track construction projects	Essential
Good administration skills with strong communication skills at all levels	Essential
Experience using P6 Primavera & MSP or similar scheduling software	Essential
Technical knowledge of M&E systems	Desired
Basic understanding of the emergency power industry	Desired