

PRODUCTION PLANNER

GENERAL SUMMARY:

Provides daily interface and coordination with Project Manager(s), Task Lead(s) and customers regarding production of assigned work. Ensures work is properly scheduled to meet required planning milestones. Develops Project Management Controls, production and resource schedules required to meet established delivery dates for tasks related to U.S. Navy surface and submarine ship repair, modernization planning, material procurement, and availability planning services. Supports emergent project efforts associated with resource planning, material, tooling and availability work package update(s) and closeout. Monitors subcontractor and Delphinus resource capacity and existing work load; schedules work flow and establishes sequences for all assigned tasks listed in the division production run. Identifies and recommends additional resources, tools and material to mitigate planning risks that may negatively impact attainment of established milestone dates. Promotes continuous process improvement, and increased efficiencies in production planning. Responsible for support of planning, execution and closeout of various ship availabilities.

LOCATION: San Diego, CA

PRINCIPAL DUTIES/RESPONSIBILITIES:

- Plan and manage Master Production Schedule based on repair specs from Repair Engineering, Contracts and Estimating departments for the division.
- Build Work Breakdown (WBS) based on contract period of performance, type or complexity of work, critical items in the critical path, and various shipboard system testing.
- Responsible for resourcing man hours to the schedule based on current estimates and hours expended from historical data.
- Serve as the principal point of contact for all project & technical engineering related issues between the Production Department and installation team(s) and other outside commands such as the Planning Yard, NAVSEA or the ISEAs.
- Facilitate weekly production progress meetings to review with management teams; schedule and cost adherence.
- Work with Project Managers and Task Leads on analyzing schedule, cost, and manning impacts regarding additional growth to project.
- Prepare Project Charter(s) and Quad Charts for approved production work for weekly management review.
- Upload pre-planning and authoritative project documentation to the internal records system (TaskTrack) to support project kickoff, execution and close.
- Assist in the development and monitor Bill of Material (BOM) based on technical drawing requirements to ensure optimum material levels.
- Schedule and expedite security clearance and facility or ship access request are submitted in a timely manner to ensure minimal impact to project start.
- Expedite and track installation information requirements to project teams to obtain technical work documentation.
- Prepare and support the development of daily and weekly and other engineering status reports and correspondences related to specific work projects on assigned ships.
- Develop, adapt, modify, and/or improve planning support processes where there is little or no precedent.
- Initiate, track, and coordinate responses to adjudicate CFR, DFSs and/or ESRs ensuring timely and cost-effective solutions.
- Attend all pre-availability planning meetings not conflicting with higher priority obligations.

EXPERIENCE REQUIREMENTS:

- **The candidate must be able to obtain and maintain a DoD Secret security clearance.**
- Two to three years with maritime surface ship maintenance planning and estimating functions and/or availability work package development.
- Preferred experience includes engineering, technical writing, or production controller roles at an engineering organization.
- Experience with the Facility Security Operations (FSO) and documentation for US Government security clearance is also preferred.
- Basic math skills such as adding, subtracting, multiplying, division and fractions.
- Advanced computer skills to enter and manipulate data into online and cloud-based project management applications and databases.
- 3-7 years' experience in a related field. High school diploma or GED, or equivalent combination of education and work experience.
- Ability to handle sensitive and confidential information.

PHYSICAL DEMANDS:

- MEDIUM: work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects. Physical demand requirements are in excess of those for Light Work.

WORK ENVIRONMENT:

- Work is performed mostly in an office environment. Candidate will have the occasion to conduct ship checks on Naval vessels.

Delphinus Engineering, Inc., is an EOE/M/F/Vet/Disabled Employer.

Interested personnel should submit an electronic copy of their resume to careers@delphinus.com

Requisition No. DELPH145 (please ensure that you reference this number when submitting for this position)