

# Engineering Planner: Engineering Planner I

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Prepares and coordinates the plans and schedules for new or existing programs. Determines, monitors and reviews costs, operational budgets and schedules, and manpower requirements. Supports and participates in negotiations with customer. Analyzes effects of projects upon various areas such as Engineering, Facilities and the labor pool to determine the most practical and cost-efficient methods to obtain the required resources. Resolves proposal preparation problems and assesses the progress against established plans and parameters. Formulates and recommends corrective action measures such as schedule revisions, manpower adjustments, fund allocations, and work requirements.

## **Knowledge**

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

## **Problem Solving**

Solves routine problems of limited scope and complexity by following established policies and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific, detailed instructions.

## **Impact**

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

## **Liasion**

Contacts are primarily with immediate supervisor and other personnel in the section or group.

## **Minimum Education and Experience**

1+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Basic MS Word, PowerPoint and Excel skills.