

Scheduler

POSITION SUMMARY

The primary function of this position is to efficiently and effectively plan and schedule resources to conduct testing, maintenance, commissioning, and construction projects at Energis High Voltage Resources, Inc. The Scheduler will interact with company employees, community and business contacts, customers, and other individuals from outside the organization. This position will work in the Energis High Voltage Resources, Inc. corporate office located in Green Bay, Wisconsin.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Promote Energis' Extreme Safety Culture and approach all aspects of the work being performed with safety as the highest priority.
- Responsible to coordinate and schedule staff, materials and/or equipment needed to successfully complete all projects.
- Proactively optimize workforce productivity and minimize downtime with strategic scheduling.
- Work with Project Managers to verify equipment and labor is available prior to scheduling.
- Develop a workforce schedule by crew ensuring appropriate skill sets are onsite.
- Serve as a backup to assist Project Managers and Project Support Specialists with various tasks including setting up work orders.
- Follow up and be the principle contact and liaison to provide clear and accurate information to Project Managers, Director of Testing & Field Services, and work groups.
- Continuously improve work processes by being open to feedback and providing opportunities and suggestions for improvement.
- Ensure integrity and discretion when handling sensitive and confidential information.
- Attend required meetings and various training sessions help by the company, customers, vendors, or industry experts.
- Responsible for daily miscellaneous requests and projects as they arise within the Project Management work group.

POSITION QUALIFICATIONS

Competency Statement(s)

- Safety Awareness – Ability to identify and correct conditions that affect employee safety
- Service Orientated – Possessing the trait to provide the best service possible always asking what would I expect if I was the customer
- Respectful – Ability to value the time, thoughts and ideas of co-workers, customers and vendors
- Communication – Ability to communicate effectively with others clearly and concisely
- Honesty/Integrity – Ability to be truthful and be seen as credible in the workplace
- Striving for Excellence – Ability to always strive for perfection not settling for good enough
- Accountability – Ability to accept responsibility and account for actions
- Reliability – The trait of being dependable and trustworthy
- Detail Oriented – Ability to pay attention to the minute details of a project or task
- Accuracy – Ability to perform work accurately and thoroughly
- Organized – Possessing the trait of being organized or following a systematic method of performing a task
- Problem Solving – Ability to find a solution for or to deal proactively with work related problems
- Judgment – The ability to formulate a sound decision using the available information
- Self-Motivated – Ability to be internally inspired to perform a task to the best of one's ability using one's own drive or initiative
- Relationship Building – Ability to effectively build relationships with customers, vendors and co-workers

SKILLS & ABILITIES

Education: Associate's degree at a minimum or equivalent job experience

Experience: Three or more years of related experience in the industrial, commercial or utility industry is required and experience with electrical substation equipment maintenance, construction and commissioning is desired

Computer Skills: Proficient with Microsoft Office (Word, Excel, Power Point, Outlook), and a solid understanding of all Windows applications

Other Requirements: Valid State's Driver's License

COMPANY PROFILE

Energis High Voltage Resources, Inc. is a growing company providing electrical services for utilities, nuclear, renewable energy, and industrial customers. Energis performs testing, maintenance, data collection, equipment and parts sales and inventory for high, medium and low voltage electrical

equipment. Energis also provides and administers software to help customers with the maintenance of their equipment.

Energis High Voltage Resources, Inc. offers:

- 401k and profit sharing plan
- Medical insurance
- Health Savings Account (HSA)
- Employer-paid short term disability
- Employer-paid life insurance
- Paid holidays, personal time off, and vacation time
- Rewarding and entrepreneurial work environment
- The opportunity to make a difference in a growing company
- Business casual dress

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.