



Position Title	Project Scheduler
Location	Burnaby, BC
Reports to	Director, Project Management Office

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## Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a leading global provider of biogas upgrading systems that are helping decarbonize natural gas. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste, suitable for either injection into the natural gas grid or for direct use as vehicle fuel. With multiple core technologies, more than 135 biogas upgrading systems sold into 19 countries and counting, and over 30 years' industry experience and patented proprietary technology, Greenlane is inspired by a commitment to helping waste producers, gas utilities or project developers turn a low-value product into a high-value renewable resource. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

Reporting to the Director, Project Management Office (PMO), the Project Scheduler is assigned to support all of Greenlanes projects by integrating and maintaining multiple project schedules from initiation through the planning and execution phases to ensure that projects present a baseline schedule and reliable execution plans and ensuring key stakeholders are informed and aligned. This role will be working with both internal stakeholders, suppliers and clients, and presenting updates to Project Managers and the Director, PMO. The scheduler requires strong organizational, planning, analytical skills, customer service, and communication skills to align with the needs of the individual project managers and the Director, PMO's leadership.

## Duties & Responsibilities:

- Build and maintain the project schedule for customer based projects and programs as well as internal product development projects.
- Organize and facilitate cross-functional project planning sessions.
- Interact with project team and task managers to define scope of work to develop and update detailed schedules, cost information and identification of variances from original plan.
- Perform project progress monitoring duties, as well as identifying critical activities, and reviewing forecasts with progress achieved to date.
- Analyze critical path and constraints to determine effect of changes to schedule and recommend work-around.
- Conduct analysis to determine alternative courses of action or recovery on slipped schedules.
- Responsible for timely and accurate processing of schedule updates.
- Planning and creating new schedule delays and summary reports.
- Suggest management of risks affecting project profit, costs, schedules and client relations.
- Support project management team to maintain timely and effective change management processes, procedures and systems.
- Generate, update and align management system documentation for the planning/scheduling function including standards, procedures, work instructions and forms.

## Education & Experience:

- Bachelor's degree in engineering, technical, or equivalent related experience
- Minimum of five (5) years of planning and scheduling experience in the engineering, construction, project management of Oil & Gas related projects



- Agile in approach to managing risks, issues and problem solving with diplomacy and professionalism.
- Ability to plan through Work Breakdown Structures and use planning tools.
- Comprehensive understanding and able to execute Earned Value Management System (EVMS) and measure the progress of the work.
- An advanced practitioner of Microsoft Project and Excel.
- Adept at working with MS Word and PowerPoint.
- Experience working with Google applications will be of benefit.
- Post-secondary degree or certificate, preferably in Engineering is considered an asset.
- Understanding of the project management process, project management office “PMO” and the ability to execute against the three key project elements – cost, schedule and quality.
- Ability to communicate effectively at all levels.
- Solid written and verbal communication skills.

**How to Apply:**

We are an equal opportunity employer and invite applications from all qualified individuals. To apply for this opportunity please send your resume and cover letter via LinkedIn Recruiter or [hr@greenlanebiogas.com](mailto:hr@greenlanebiogas.com) with the position title in the subject line. While we thank all interested candidates only those who are short-listed will be contacted.