CRUDE OIL SCHEDULER

Division/Department: Corporate Pipelines
Reports to: Manager, Oil Movements
Job Code: 1065
Job Classification: Exempt
Updated: 10/7/2011

POSITION SUMMARY

Provides leadership and coordinates activities with customers and connecting pipeline companies on trades, buy/sells, exchanges, and truck pipeline movements with company-owned pipeline systems to ensure organized and accurate interchange between all operational personnel while monitoring inventory levels. Interprets and administers company policies and procedures as delegated by management. Ensures the plans and performance of the various functions within the organization meet or exceed management expectations.

POSITION RESPONSIBILITIES

- Responsible for scheduling the movement of crude oil on connecting pipeline systems. Includes nominating and confirming shipper activity for monthly business and storage
- Performs typical responsibilities of management requiring planning, evaluating, organizing, integrating, and coaching
- Assist with avail and inventory levels
- Confirm receipts and accuracy of shipper’s monthly nominations
- Confirm shippers’ nominated volumes with connecting carriers
- Coordinate storage volumes with 3rd parties and pipeline operations
- Monitor exchange imbalances to ensure that no major imbalances occur
- Prepare/distribute pipeline statements for all 3rd party customers shipping on our pipelines
- Prepare nominations to 3rd party pipelines
- Confirm monthly business with customers
- Prepare and assemble monthly worksheets and update as needed for operations personnel
- Assist accounting with issues/adjustments as needed
- Perform business and systems requirements definition, process design, and develop functional and technical design specifications
- Responsible for the development and support for application systems including SolArc Right Angle, Great Plains, RTS, BOL Manager and numerous other applications
- Support upgrades or enhancements to applications and/or interfaces to applications, including testing
- Facilitates/participate in IT audits, guard ICS/SOX standards with regard to the application change management process
- Performs other duties as required. These duties may include assignments in job classifications other than the primary assignment.

REQUIREMENTS

- Bachelor Degree preferred
- Two (2) or more years of the required experience preferred
- Must be able to read and write the English language, perform basic mathematical calculations and learn to interpret and comprehend company policies, procedures, safety instructions, and other like documents used in an energy industry environment
- Good organizational and planning skills and the ability to work as a team to meet strict deadlines
- Good analytical, problem solving, and decision making skills
- Excellent use of standard software applications such as Microsoft Word and Excel
- Good interpersonal, verbal, and written communication skills
- Excellent leadership skills

PHYSICAL / MENTAL REQUIREMENTS

- Requires considerable concentration and focus. It is subject to stress caused by a changing environment, diversity in the organization, tight deadlines and workload.
- Normal concentration/intensity, which includes prolonged mental effort.
- Normal memory, taking into consideration the amount and type of information.
- Normal complexity of decision making.
- Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account.
- Normal physical strength to handle routine lifting and transporting of moderately heavy objects, such as computers and peripherals.

WORK ENVIRONMENT

- The duties of this position are typically performed in an office setting with normal ranges of temperature and a moderate to high level of office background noise. The majority of duties are performed while sitting at a desk.
- Communication typically occurs through face-to-face interaction, as well as via e-mail, telephone and written correspondence. This job also requires the ability to use other office equipment such as copier, fax machine, etc.
- Occasionally travel to meetings throughout the office and at other company office sites and client locations.
- Constantly work in a team environment, effectively and efficiently achieving goals, improving processes and resolving problems.
- Occasionally work in excess of 40 hours per workweek.

To apply for this position please click on the following link:
https://www7.ultirecruit.com/BLU1001/jobboard/NewCandidateExt.aspx?__JobID=311

Note: This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.