

DATE: 2/17/2021

TITLE: Maintenance Planner		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PN378
UNION: P&A	SALARY GRADE: 14	EEO CODE: 30
JOB GROUPING: None	FLSA: Non- Exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

The Maintenance Planner will be responsible for applying focused and scheduled asset preventative maintenance strategies within the plant to provide reliable processes to the business. Responsibilities include the planning required to ensure efficient execution of maintenance and reliability practices/ programs/ processes; proactive maintenance and repair; best practice application; reactive maintenance coordination; and continuous improvement strategies.

Essential Job Functions	% of Time
Review the scope of work and perform field walk-downs to gather information for approved work orders to determine parts and materials, workforce, duration, craft, tools, safety precautions, and technical expertise that are needed to perform the task.	30
Provide necessary planning information that ensure safe and efficient execution of jobs. Assemble drawing sets, specifications, and equipment needed to perform preventative maintenance or customer requested work.	20
Group work orders that can be planned and worked together in order to optimize utilization of resources. Pre-load scheduled needs with safety-related items and preventative maintenance orders and work not completed during the prior week, including red tag work orders that need to be immediately addressed.	10
Edit work orders to ensure accuracy, standardization, billing/payments, proper support documentation, and timeframe. Assign contract resources and update as needed.	10
Order all required materials and verify they are accurate before scheduling the work.	10
Review backlog and planning list for duplicate work orders, eliminating clutter and redundancy. Prioritize planned CMMS system work orders for inclusion on the upcoming week schedule.	10
Review proposed schedule during weekly core meeting with Schedulers and Associate Directors for districts. Responsible for utilizing the Performance Excellence process.	5
Other Duties as Assigned.	5

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

Education : Post high school training (apprentice, certificate)

A two-year technical degree in Electrical or Mechanical Engineering Technology is preferred.

Years of Experience : Minimum 5 years of job-related experience

Minimum 5 years, coordinating the work for technical field service activities in construction or operational services markets. Training and experience in industrial/commercial electrical, mechanical, pneumatic, and hydraulic applications. Training and experience in process controls and instrumentation applications. Functional knowledge and experience with CMMS (TMA Systems, preferred). Detailed understanding of a manufacturing plant operation and maintenance.

WORKING CONDITIONS

In general, environmentally controlled spaces and analytical office settings. Requires work in various plant conditions to develop a scope and execute field surveys. Some processes within the facility are highly reliant on machinery and other processing equipment and, as a result, noise levels may reach or exceed 85 decibels and require the use of hearing protection for most of the work shift. Outside temperature ranging from below freezing to exceed 100 degrees based on the season. May also have exposure to inclement weather conditions including, but not limited to, rain and wind.