

Title: Maintenance Planner/Scheduler

Position Scope

The primary role of the Maintenance Planner/Scheduler is to improve work force productivity and work quality by eliminating in advance potential delays and obstacles through proper planning and coordination of parts, machine time and labor.

The Planner/Scheduler is responsible for the planning and scheduling of all maintenance work performed in the area to which he/she is assigned. He/she maintains liaison and coordination between the operations and maintenance organizations; maintains appropriate records and files to permit meaningful analysis and reporting of results or work done.

Responsibilities and Duties

- Principal contact between the Maintenance department and the plant
- Receives approved work requests from requesting departments, excepting emergency work
- Reviews and screens each work request for completion. Discusses the details with the requestor as appropriate.
- Assures the work requested is needed and resolves appropriately
- Converts Work Requests into Work Orders.
- Examines jobs to be done and determines best way to accomplish the work. Consults with requester, Maintenance Supervisor, Engineering or functional crews when necessary.
- Obtains blueprints, drawings, instructional manuals and special procedures, as needed. Makes any additional sketches, diagrams, etc., necessary to clarify the intent of the work order.
- Identifies and obtains determinable materials and critical items, entering material needs on the work order.
- Ensures safety needs are given a top priority in work planning.
- Estimates jobs with sequence of steps, the number of tradespersons and required labor hours for each step.
- Estimates cost of each work order in terms of direct labor, materials required and total cost.
- Maintains backlog files of work orders waiting planning and/or scheduling in accordance with their priority limits with an estimated completion date.
- Verifies the availability of parts, materials and special tools required for job execution prior to scheduling.
- Identifies and generates each department's PM workload.
- Reviews the schedule and labor availability forecasts weekly in preparation for the scheduling meeting
- Attends meetings with the Operations Planning department and participates in the overall plant scheduling of the following week's work, and negotiates for downtime "windows" during which maintenance can be performed.

- Finalizes schedules, ensuring that the work scheduled balances labor hours available so that a full day's work is provided each person.
- Recommends equipment to be included in preventive maintenance programs.
- Coordinates requisition of all predetermined parts, materials and special tools and ensures that equipment to be worked on will be available and ready.
- Arranges any safety permits, hot work, confined space, etc.
- Assembles work packages and delivers to area maintenance supervisors.
- Ensure completed schedules and work orders are returned at the proper time. Review completed schedules and work orders submitted. Monitor work order progress.
- Provides all documents for reporting and closeout.
- Schedules weekly meetings with the operations supervisors and the maintenance supervisors to discuss schedule and short-term projections on maintenance needs.
- Develops a file of standard job plans for regularly recurring repair jobs.
- Reviews the actual labor expended versus estimated labor and material used for completed jobs with Maintenance Supervisors and reports same to stake holders.
- Assists Maintenance and Operations management in periodically analyzing costs and recommends corrective action needed to reduce maintenance costs.
- Make recommendations for system improvements.
- Maintains necessary records and files and prepares accurate control reports.

Relationships

- Reports to the Planning Manager/Maintenance Manager
- Works closely with Operations and Maintenance supervision
- Works closely with Stores and Purchasing personnel

Requirements, Qualifications and Selection Criteria

- Mechanical/electrical background necessary and technical school background desired
- Adequate trade knowledge to estimate labor hours, materials and visualize job execution
- Good oral/written communication skills
- Good administrative and mathematical skills
- Working knowledge of computers in a reasonable training period
- Good planning, organizational and multi-tasking skills
- Ability to understand what constitutes good instructions
- Able to read blueprints and shop drawings
- Sketching ability
- Understanding of the proper use of work orders, priorities, scheduling, etc.
- Orientation and commitment to customer service
- Ability to communicate/teach reliability best practices, condition monitoring, precision methods