

Maintenance Planner Job Description

Our innovative and growing company is looking to fill the role of maintenance planner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for maintenance planner

- PM and Standard Job Plan Development
- MRO Supply Chain Coordination
- Creation of purchase requisitions for planned work
- Creation of stock reservations for planned work
- Assist Storeroom function in the kitting and staging of job material requirements
- Gantt charts and critical path analysis if it's needed
- Development of Planner reference systems including a file of Planned Job Packages for recurring jobs, plus labor and material libraries for each piece of equipment
- Identifies recommendations and/or areas for improvements
- Ensure the established schedule is communicated to all plant stakeholders
- Serving as the owner of the plant work order system and scheduling process for PM, active work orders capital and improvement projects work orders

Qualifications for maintenance planner

- Must be at least a grade 8 mechanic (for internal candidates) or possess equivalent experience (for external candidates)
- Estimate time for work orders
- Monitor, update, and maintain all spare parts between the Maintenance Department and the Stock Room
- To timely, communicate with the customers on requested work and equipment availability and coordinate with the appropriate shift required work that is to be performed and period available to complete work
- Assist with maintenance departmental system documentation, updating prints, and (paper/electronic) files
- Previous experience in maintenance planning preferred

Job Description Maintenance Planner

Tao Wei



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