

# 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

**Barry Cushway**



## **Job Description Maintenance Planner:**

Maintenance Planning, Scheduling, and Coordination Don Nyman, Joel Levitt, 2001 Well planned properly scheduled and effectively communicated jobs accomplish more work more efficiently and at a lower cost This work will disturb operations less frequently and be accomplished with higher quality greater job satisfaction and higher organizational morale than jobs performed without proper preparation Maintenance Planning Scheduling Coordination focuses on and deals specifically with the preparatory tasks that lead to effective utilization and application of maintenance resources It is a vital training document for planners an educational document for those to whom planners are responsible and a valuable guide for those who interface with the planning and scheduling function and are dependent upon the many contributions of planning and scheduling operational excellence

Mine Maintenance Management Reader Paul D. Tomlinsong, 2007 The Mine Maintenance Management Reader is an indispensable handbook for maintenance managers and supervisors and mine and plant managers in heavy industry Virtually every aspect of this essential function is addressed from organizing maintenance around a plant level production strategy to how maintenance professionals can provide a road map for creating a more efficient organization These critical big picture issues are brought to life through engaging vignettes of maintenance men and women dealing with real life day to day problems and concerns You ll learn how Charlie a plant manager gets into trouble when he adopts a team approach to maintenance without doing his homework You ll see how Vivian a haulage truck driver sets a new standard for the quality of preventive maintenance inspections And you ll read how Jerry a general manager establishes responsibilities for maintenance support that increase the production capacity and profitability of his mining operation Author Paul D Tomlinsong draws on his 35 years of maintenance management consulting experience to craft these compelling yet highly instructional stories Each reveals a powerful lesson providing you with ideas and techniques to help solve maintenance problems you may be grappling with today

**Maintenance Planning and Scheduling** Timothy C. Kister, Bruce Hawkins, 2006-05-10 This is a hands on reference guide for the maintenance or reliability engineer and plant manager As the third volume in the Life Cycle Engineering series this book takes the guiding principles of Lean Manufacturing and Maintenance and applies these concepts to everyday planning and scheduling tasks allowing engineers to keep their equipment running smoothly while decreasing downtime The authors offer invaluable advice on the effective use of work orders and schedules and how they fit into the overall maintenance plan There are not many books out there on planning and scheduling that go beyond the theory and show the engineer in a hands on way how to use planning and scheduling techniques to improve performance cut costs and extend the life of their plant machinery The only book that takes a direct look at streamlining planning and scheduling for a Lean Manufacturing Environment This book shows the engineer how to create and stick to effective schedules Gives examples and templates in the back of the book for use in day to day scheduling and calculations

*The Handbook of Model Job Descriptions* Barry Cushway, 2008-03-03 Providing over 200 job

descriptions and updated to take account of the new Age Discrimination legislation this book is the most comprehensive and up to date resource available to create meaningful descriptions for your employees This book offers a unique time saving approach in the form of a job description builder which allows you to select featured job elements and build a complete and well structured job description Divided into two parts the first enables quick and easy assembly and personalization of any job description across a wide range of sectors such as administration and management finance and accountancy and human resources Part Two allows you to select from hundreds of job elements such as providing care and guidance client relations and project management This edition provides online access to each job description so you can personalize them to suit your own circumstances saving hours of valuable time      *Reliable Maintenance Planning, Estimating, and Scheduling* Ralph Peters,2014-11-19 Written specifically for the oil and gas industry Reliable Maintenance Planning Estimating and Scheduling provides maintenance managers and engineers with the tools and techniques to create a manageable maintenance program that will save money and prevent costly facility shutdowns The ABCs of work identification planning prioritization scheduling and execution are explained The objective is to provide the capacity to identify select and apply maintenance interventions that assure an effective maintenance management while maximizing equipment performance value creation and opportune and effective decision making The book provides a pre and post self assessment that will allow for measure competency improvement Maintenance Managers and Engineers receive an expert guide for developing detailed actions including repairs alterations and preventative maintenance The nuts and bolts of the planning estimating and scheduling process for oil and gas facilities Step by step maintenance guide will provide long term results based operational services Case studies based on the oil and gas industry      Benchmarking Best Practices in Maintenance Management Terry Wireman,2004 All the necessary tools to be successful      CMMS Daryl Mather,2002-10-29 A prevalent system in large corporations for quite some time Computerized Maintenance Management System CMMS is now penetrating moderate to small corporations on an international level These corporations need an efficient method to implement this effective but complicated system However most of the texts currently available are written by the      **Maintenance Planning and Scheduling Handbook** Richard (Doc) Palmer,2006-01-04 Many readers already regard the Maintenance Planning and Scheduling Handbook as the chief authority for establishing effective maintenance planning and scheduling in the real world The second edition adds new sections and further develops many existing discussions to make the handbook more comprehensive and helpful In addition to practical observations and tips on such topics as creating a weekly schedule staging parts and tools and daily scheduling this second edition features a greatly expanded CMMS appendix which includes discussion of critical cautions for implementation patches major upgrades testing training and interfaces with other company software Readers will also find a timely appendix devoted to judging the potential benefits and risks of outsourcing plant work A new appendix provides guidance on the people side of maintenance planning and work execution The second edition also has added a detailed aids

and barriers analysis that improves the appendix on setting up a planning group The new edition also features cause maps illustrating problems with a priority systems and schedule compliance These improvements and more continue to make the Maintenance Planning and Scheduling Handbook a maintenance classic

**The Little Black Book of Maintenance Excellence** Daniel T. Daley, 2008 Provides the reader with a concise yet informative description of all the various forms of maintenance Highlights the important elements of each of the various forms of maintenance and how to go about organizing those elements in his plant or facility Offers the reader with the tools needed to integrate initiatives leading to improved reliability with each kind of maintenance Provides the reader with tools needed to enhance effectiveness and efficiency in each kind of maintenance Gives both new and more experienced plant and shop personnel with a tool they can use to develop a consistent understanding of maintenance excellence so they can identify common goals and consistent objectives Includes forms and formats that can be used for the following Job Delay Survey Accountability Responsibility Matrix Role Description Project Control Document and Work Scoping Form This book provides an introduction to the concept of excellence in the several forms of maintenance used during the life of any system or facility Unlike most books that tend to focus on just one of the areas of maintenance this book looks at all the distinct forms of maintenance including Routine Maintenance Turnaround Maintenance Program Maintenance Project Maintenance Management Reliability in Maintenance Predictive and Preventive Maintenance and Precision Maintenance Rather than simply focusing on how to get the work done this concise resource focuses on Maintenance Excellence and meeting its objectives more effectively and more efficiently Uniquely designed for busy people who want and need to learn more about maintenance excellence but have a limited amount of time to do so each chapter is designed to provide a stand alone learning opportunity for individuals who have an opportunity to pick the book up over lunch or whenever the opportunity arises Additionally it emphasizes the part that effective and efficient maintenance plays in achieving good reliability so it provides an excellent companion for The Little Black Book of Reliability Management which was designed to be used in the same manner This set of books is intended to provide the young professionals working in this area with a quick introduction to all the subjects they will need to learn It is also intended for more senior managers and executives who are not experts in either maintenance or reliability but need to be conversant with its elements

**Determinations of the National Mediation Board** United States. National Mediation Board, 2004 *Utilitiesman 1 & C* Naval Education and Training Program Development Center, 1976 *Utilitiesman 1 & C.*, 1976 *Mine Maintenance Management* Paul D. Tomlinson, 1985

**Rules of Thumb for Maintenance and Reliability Engineers** Ricky Smith, R. Keith Mobley, 2011-03-31 Rules of Thumb for Maintenance and Reliability Engineers will give the engineer the have to have information It will help instill knowledge on a daily basis to do his or her job and to maintain and assure reliable equipment to help reduce costs This book will be an easy reference for engineers and managers needing immediate solutions to everyday problems Most civil mechanical and electrical engineers will face issues relating to maintenance and reliability at

some point in their jobs This will become their go to book Not an oversized handbook or a theoretical treatise but a handy collection of graphs charts calculations tables curves and explanations basic rules of thumb that any engineer working with equipment will need for basic maintenance and reliability of that equipment Access to quick information which will help in day to day and long term engineering solutions in reliability and maintenance Listing of short articles to help assist engineers in resolving problems they face Written by two of the top experts in the country **Business Process Management**

**Workshops** Chiara Di Francescomarino, Remco Dijkman, Uwe Zdun, 2020-01-03 This book constitutes revised papers from the twelve International Workshops held at the 17th International Conference on Business Process Management BPM 2019 in Vienna Austria in September 2019 The third International Workshop on Artificial Intelligence for Business Process Management AI4BPM The third International Workshop on Business Processes Meet Internet of Things BP Meet IoT The 15th International Workshop on Business Process Intelligence BPI The first International Workshop on Business Process Management in the era of Digital Innovation and Transformation BPMinDIT The 12th International Workshop on Social and Human Aspects of Business Process Management BPMS2 The 7th International Workshop on Declarative Decision and Hybrid approaches to processes DEC2H The second International Workshop on Methods for Interpretation of Industrial Event Logs MIEL The first International Workshop on Process Management in Digital Production PM DiPro The second International Workshop on Process Oriented Data Science for Healthcare PODS4H The fourth International Workshop on Process Querying PQ The second International Workshop on Security and Privacy enhanced Business Process Management SPBP The first International Workshop on the Value and Quality of Enterprise Modelling VEnMo Each of the workshops discussed research still in progress and focused on aspects of business process management either a particular technical aspect or a particular application domain These proceedings present the work that was discussed during the workshops

**The 1984 Guide to the Evaluation of Educational Experiences in the Armed Services**, 1984 The 1980 Guide to the Evaluation of Educational Experiences in the Armed Services: Coast Guard, Marine Corps, Navy, Dept. of Defense American Council on Education, 1980 **Engineering Maintenance Management, Second Edition**, Benjamin W.

Niebel, 1994-07-07 This work sets out to furnish all levels of engineering management with the material necessary to provide cost effective maintenance discussing the functional design of products as well as the identification of failure systems that permit scheduled maintenance procedures This second edition presents information on ISO 9000 requirements utilities management the use of bar coding in maintenance efforts plant re arrangement and minor construction and more **Called To Be Creative** Mary Potter Kenyon, 2020-09-01 The author of Expressive Writing for Healing shows readers how to explore their potential embrace your creative spark and live a more fulfilled life I m not creative I could never do something like that I don t have time to be creative Does any of this sound familiar Do you find yourself wishing that you had pursued your creative talents before it was too late In a world full of creativity there is no such thing as too late Called to Be Creative is for

anyone looking to reignite that tiny spark inside of them and invite creativity into their lives through simple everyday practices A certified grief counselor and a Program Coordinator for Shalom Spirituality Center Mary Potter Kenyon walks you step by step through the process of exploring your true potential in this inspirational guide to embracing your innate creativity With in depth research from the most notable creative authorities insight from creative pioneers her personal experiences and small activities to kick start your own creative revolution Kenyon offers you everything you need to live a more creative life I devoured this book Each chapter is filled with encouragement and inspiration If you re looking for something to feed your creative soul this is it Debbie Macomber 1 New York Times bestselling author Mary Potter Kenyon skillfully braids together stories about her personal life stories about the lives of people she knows philosophical ideas practical advice current research and interesting and motivating activities for the reader creating something that makes you want to put the book down and start creating something wonderful Doug Shaw author of Social Nonsense Creative Diversions for Two or More Players      **Mill and Factory** ,1959

## Embracing the Tune of Term: An Emotional Symphony within **Job Description Maintenance Planner**

In some sort of eaten by screens and the ceaseless chatter of fast conversation, the melodic beauty and emotional symphony developed by the written term frequently disappear into the background, eclipsed by the persistent noise and disturbances that permeate our lives. But, nestled within the pages of **Job Description Maintenance Planner** an enchanting fictional prize brimming with fresh feelings, lies an immersive symphony waiting to be embraced. Crafted by an elegant musician of language, that fascinating masterpiece conducts viewers on a mental journey, skillfully unraveling the concealed songs and profound influence resonating within each carefully crafted phrase. Within the depths of the moving review, we shall explore the book is key harmonies, analyze their enthralling publishing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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