

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

RJ Shavelson



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 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

Maintenance Planning and Scheduling Handbook 3/E () (Doc) D. D. D. Palmer, 2012-09-12 The fully updated industry standard guide to maintenance planning and scheduling Written by a Certified Maintenance and Reliability Professional CMRP with more than three decades of experience this thoroughly revised resource provides proven planning and scheduling strategies that will take any maintenance organization to the next level of performance The book covers the accuracy of time estimates the level of detail in job plans creating schedules staging material utilizing a CMMS and more all designed for increasing your workforce without hiring Maintenance Planning and Scheduling Handbook Third Edition features major additions to the business case for planning and scheduling new case studies an expanded chapter on KPIs with sample calculations a new chapter on successful outage management and a new appendix illustrating how to easily conduct an in house productivity study New discussions reveal how the principles of planning and scheduling closely follow the timeless management principles of Dr W Edwards Deming and Dr Peter F Drucker This comprehensive guide delivers the experience advice and know how necessary to establish a world class maintenance operation Detailed coverage of The business case for the benefit of planning Planning principles Scheduling principles Dealing with reactive maintenance Basic planning Advance scheduling Daily scheduling and supervision Forms and resources The computer in maintenance How planning interacts with preventive maintenance predictive maintenance and project work How to control planning and use associated KPIs for planning and overall maintenance Shutdown turnaround overhaul and outage management Conclusion start planning

Maintenance Planning and Scheduling Handbook, 4th Edition () (Doc) D. D. D. Palmer, 2019-09-13 The industry standard resource for maintenance planning and scheduling thoroughly revised for the latest advances Written by a Certified Maintenance and Reliability Professional CMRP with more than three decades of experience this resource provides proven planning and scheduling strategies that will take any maintenance organization to the next level of performance The book resolves common industry frustration with planning and reduces the complexity of scheduling in addition to dealing with reactive maintenance You will find coverage of estimating labor hours setting the level of plan detail

creating practical weekly and daily schedules kitting parts and more all designed to increase your workforce without hiring. Much of the text applies the timeless management principles of Dr W Edwards Deming and Dr Peter F Drucker. You will learn how you can do more proactive work when your hands are full of reactive work.

Maintenance Planning and Scheduling Handbook Fourth Edition features more new case studies showing real world successes, a new chapter on getting better storeroom support, major revisions that describe the best KPIs for planning, major additions to the issue of selling planning to gain support, revisions to make work order codes more useful, a new appendix on numerically auditing planning success, and a new appendix devoted entirely to selecting a great maintenance planner.

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- Handling reactive maintenance
- Planning a work order
- Creating a weekly schedule
- Daily scheduling and supervision
- Parts and planners
- The computer CMMS in maintenance
- How planning works with PM PdM and projects
- Controlling planning
- The best KPIs
- KPIs for planning and overall maintenance
- Shutdown turnaround
- Overhaul and outage management
- Selling
- Organizing
- Analyzing and auditing planning

Maintenance Planning and Scheduling Handbook Richard (Doc) Palmer, 2005-12-14

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.

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

Total Productive Maintenance Terry Wireman, 2004. The financial approach to Total Production Maintenance.

Maintenance and Reliability Best Practices Ramesh Gulati, Ricky Smith, 2009.

Managing Maintenance Resources Anthony Kelly, 2006-06-22. Managing Maintenance Resources shows how to reduce the complexity involved in engineering or re engineering a maintenance

organization It recognises that this is a complex problem involving many inter related decisions such as whether or not resources should be centralized contractor alliances be entered into or flexible working be adopted This book provides a unique approach to modeling maintenance production organizations It enables the identification of problems and delivers guidelines to develop effective solutions This is one of three stand alone volumes designed to provide maintenance professionals in any sector with a better understanding of maintenance management enabling the identification of problems and the delivery of effective solutions The second of three stand alone companion books focusing on reducing the complexity of organizational design Covers the maintenance of plant production and operations assets in industry and service sectors including manufacturing food and process engineering minerals and mining transport power and IT Includes review questions exercises and case studies Clearly specified objectives and learning outcomes are given for each chapter including a route map to link each chapter to the rest of the topics covered *Maintenance Organization and Systems* Anthony Kelly, 1997-09-08 The profitability of any industry in any technological sector power process manufacturing mineral extraction transport communication etc will be profoundly influenced by the reliability and performance of the plant which it uses It is therefore vital that all possible measures are taken to maximise the productivity in use and to minimise the maintenance costs and the downtime of that plant This book explains in a clear and concise manner the various organization structures that are needed for doing just that the information systems with which those structures will need to be resourced and the steps that will have to be taken in order to bring those structures and systems into being The author Anthony Kelly an experienced international consultant and lecturer on this subject calls his approach BUSINESS CENTRED MAINTENANCE BCM because it springs from and is driven by the identification of business objectives which are then translated into maintenance objectives and which underpin the maintenance strategy formulation For the first time maintenance management is analysed from the perspective of the whole company and thus makes sense not only technologically but also in economic and business terms Complete guide to maintenance from a whole company perspective Best selling and world renowned author Complementary to RCM Moubray TPM Wilmott 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 How to Smash Maintenance Advisor Ebook Mike Sondalini,2003 Determinations of the National Mediation Board United States. National Mediation Board,1997 **Leadership Skills for Maintenance Supervisors and Managers** Joel D. Levitt,2020-12-23 Supervision is a leveraged activity When we develop the supervisor s skills we enhance the productivity of the whole workgroup This book provides valuable skill training for supervisors team leaders and managers It offers techniques to improve reliability that can be accomplished at the supervisor level It teaches both the science and the art of the supervision of maintenance workers discusses managing meetings and time the elements of technical issues and presents management and people skills offering maximum productivity and high quality provision of services and at the same time improving morale throughout the workforce This book is suitable for all types of maintenance for organizations with supervisors and managers from plant operations storeroom construction and related areas including industrial organizations construction companies mines fleets building maintenance janitorial maintenance contractors and vocational tech schools teaching maintenance short courses **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 *Certified Professional Maintenance Manager Review Pack* Monte Anderson, CHFM, CPE, CPMM, Larry K. Beck, Principal, Lane Pierce, CPE, CPMM, Jim Taylor, CPE, CPMM, Robert M. Williamson, CPMM, Wayne P. Saya, CPE, CPMM, Stephen W. Nicholas, CAFS, Dennis M. Hydrick, CPE, CPMM, Joel Levitt, CPMM, CRL, Larry G. DeVries, CPMM, Darren Eskind, CPMM, Tim Trout, CPMM, Terry Wireman, CPMM, Larry Ross, P.E., CPE, Edward F. Gagnon, CEA, CEM, CPE, CPMM, CPS, Kenneth Walker, CPMM, CPS, Larson Wood, CPMM, Rene Hernandez, CPMM, CPS, Stephen Brown, CPE, 2020-01-22 Both plant facilities maintenance professionals and property management executives must confront a wide variety of complex issues Therefore they must possess an extensive knowledge of the many facets of maintenance management Earning the Certified Professional Maintenance Manager credential will indicate to both your employer and industry officials that you possess in depth expertise in plant and facilities maintenance management The CPMM program is updated annually to keep it on the cutting edge of techniques and technologies in maintenance management **Effective Maintenance: The Key to Profitability** Paul D. Tomlinson, 1998-10-12 Effective Maintenance The Key to Profitability Paul D Tomlinson Plant maintenance represents a high percentage of operating costs in many industries and as global competition increases so does the need for reduced downtime and cost effective maintenance Effective Maintenance is geared toward helping managers develop measure and enhance the maintenance organization Every aspect of this multi faceted topic is explored and explained with an emphasis on practical use it today advice This comprehensive results oriented resource will help you to Establish what maintenance should be doing in your plant environment Determine whether maintenance is organized correctly Find out whether maintenance is performing effectively Implement an improvement program if needed Ensure continuous improvement and effective performance Invaluable coverage includes team organization predictive and preventive techniques planning scheduling and effective work control This book also shows how to build train and evaluate a maintenance staff for the greatest return in responsiveness support and performance From the largest planning issues to people management for quality assurance Effective Maintenance will be a valuable aid for managers who desire continuous improvement in maintenance operations It will be welcomed by plant engineers operations managers maintenance managers maintenance engineers maintenance superintendents and manufacturing managers

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