

***Position: MAINTENANCE PLANNER***

***Position Summary:***

The Maintenance Planner is the on-site coach, trainer, motivator and expeditor of materials and personnel. The planner is encouraged to do this in a team spirit to promote employee motivation. The planner provides a safe operating environment by planning installation, maintenance and repair of machines, tools, equipment and utility systems.

The Maintenance Planner works with the Maintenance Supervisor in developing the scheduled maintenance programs and processes for the production facility to minimize impact on production. The planner pre-evaluates the need for replacement parts and places orders. The incumbent plans for interruptions in work and develops backup plans to minimize the interruptions for the production facility. The planner insures that all accounting and supply chain procedures and policies are followed in relation to performing his duties.

The Maintenance Planner must be able to work weekends and is on call 24/7.

***Supervisory Responsibilities:***

The Maintenance Planner is responsible for planning maintenance work orders, the repairs, servicing and efficient functioning of all machinery and equipment in a plant.

The Maintenance Planner and Maintenance Supervisor will work together with Operations (their customer) to meet present and future goals.

The Maintenance Planner will determine the technical documentation that will support the craftsman. Technical Documentation will include Drawings (PID, flow charts, etc.).

***Essential Duties and Responsibilities*** include the following. Other duties may be assigned.

**SAFETY:**

Safety is the first priority

Individual must comply with all safety standards or rules set forth by the Company.

The Maintenance Planner supports the written Safety Program that facilitates continuous improvement in the severity and frequency of accidents, resulting in no Lost Time Accidents and insuring the safety of all employees.

The Maintenance Planner will obligate subordinates to direct and enforce the Safety Program.

The Maintenance Planner works with the Compliance Facilitator, Human Resource Department and the Mill Superintendent/Safety Facilitator or his designee to enforce:

1. Lockout Policy
2. Confined Space
3. Hearing Conservation
4. Sight Preservation
5. Emergency Response and Fire Prevention
6. Hazard Communication
7. Personal Protective Equipment

Complies with Federal, State and Local regulations.

Promotes a safe work environment by coordinating and cooperating with local and state safety groups and agencies.

Enforces safety policies by conducting inspections and counseling subordinates.

**MAINTENANCE:**

Planner's duties would include managing maintenance data collection and information gathering to more effectively provide the planned maintenance service in future utilization of SyteLine APM or similar software.

To keep operating equipment in the condition to deliver full design duty (reliability), to insure plant and equipment run properly when it is required for operation, to correct equipment and machines when the design duty cannot be achieved and then return them to design specification, and maintain assets most profitably for the life of the organization. (Life cycle profit)

Organizes training and provides appropriate documentation of training for experience in Cad or smart draw or equivalent computer aided drafting software.

Prepares Technical Documentation to include:

- Drawings (PID, flow charts, etc.)
- Experience in Cad or smart draw or equivalent computer aided drafting software.
- Specifications
- Spare parts list
- Critical operations OEM manuals.
- Updates the work-order status in CMMS.

Upholds ISO/TS requirements while reaching future goals of Predictive and Preventive Maintenance.

Responsible for procedures and documents used to describe appropriate job functions within the Quality Management System and others deemed necessary by the employee's Supervisor.

***Qualification Requirements:***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EXPERIENCE AND EDUCATION:**

Minimum of 10 years of experience in industrial manufacturing and or a Bachelor's degree in electrical, instrumentation, or mechanical engineering.

Excellent verbal and written communication skills.

Excellent leadership and organizational skills.

Must be proficient in Microsoft Word, Excel and Computerized Maintenance System, (CMMS).

Knowledge with computerized drafting skills preferred.

Individual must be able to work productively within a team environment.

Individual must be accurate and trustworthy with a positive attitude and embracing of change in a dynamic manufacturing environment.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.

Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Ability to effectively present information to the workforce, top management and public groups.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems; collect data, establish facts and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.