

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 need it
- 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

Rachel S Tattersall



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 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 Mine Maintenance Management Reader Paul D. Tomlison, 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 Tomlison 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 *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

Benchmarking Best Practices in Maintenance Management Terry Wireman,2004 All the necessary tools to be successful *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 Maintenance Planning and Scheduling Handbook Fourth Edition covers The business case for the benefit of planning Planning principles Scheduling principles 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

Facilities Operations and Engineering Reference Association for Facilities Engineering,1999-01-26 Practical hands on expertise and technical data covering essential issues in design construction operations and maintenance The editors a team of leaders in facilities and plant management have selected key information with the most common applications in managing facilities operations Coverage includes Economics budgeting cost control financial analysis VE etc Civil engineering and construction practices Maintenance with detailed staffing guidance and job descriptions CMMS planning scheduling training work orders inventory preventive predictive maintenance Energy efficiencies optimizing energy use including heating cooling lighting and water HVAC Mechanical engineering Instrumentation and controls Environmental health and safety issues

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 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 **Pulp, Paper and Board Mill Maintenance** Lockwood Trade Journal Company,1957

Microcomputer-aided Maintenance Management Kishan Bagadia,1987 *World Class Maintenance Management* Terry Wireman,1990 This informative resource will aid plant engineers in organizing their maintenance function while minimizing maintenance activities and costs It will provide a framework of options allowing maintenance decision makers to select the most successful way for them to manage their specialty *Mine Maintenance Management* Paul D. Tomlison,1985 Labour Arbitration Cases ,2002 **Effective Maintenance Management** E. T. Newbrough,1967

Complete Building Equipment Maintenance Desk Book Sheldon J. Fuchs,1992 This manual presents 16 chapters packed with ideas checklists guides maintenance procedures and concepts that will enable you to improve your operation and get the maximum for every dollar spent Provided are proven ideas and techniques that can double triple or quadruple profits resulted from implementing a moderate cost effective equipment maintenance program Practical answers offer the best thinking of 21 experts in the field people who have been faced with the same problems you confront and found workable manageable solutions Collectively the cost saving equipment saving manpower saving examples have boosted the bottom line of actual companies by hundreds of millions of dollars Maintenance Management of Public Works and Public Utilities United States. Naval Facilities Engineering Command, "Code of Massachusetts regulations, 2014" ,2014 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "Code of Massachusetts regulations, 2009" ,2009 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 **"Code of Massachusetts regulations, 2005"** ,2005 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020

Whispering the Secrets of Language: An Emotional Journey through **Job Description Maintenance Planner**

In a digitally-driven earth where monitors reign great and instant conversation drowns out the subtleties of language, the profound secrets and psychological nuances hidden within phrases usually get unheard. However, nestled within the pages of **Job Description Maintenance Planner** a fascinating fictional treasure blinking with organic emotions, lies a fantastic journey waiting to be undertaken. Written by an experienced wordsmith, this marvelous opus invites readers on an introspective journey, lightly unraveling the veiled truths and profound affect resonating within the cloth of each word. Within the emotional depths with this poignant evaluation, we shall embark upon a heartfelt exploration of the book is key subjects, dissect their charming publishing type, and yield to the strong resonance it evokes serious within the recesses of readers hearts.

https://media.cfan.org/data/publication/Documents/History_Of_Pedagogy.pdf

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