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# Example of Maintenance Scheduler Job Description

Our company is searching for experienced candidates for the position of maintenance scheduler. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for maintenance scheduler

* Assist in establishing time standards for work performed, as needed
* Coordinate parts and material acquisitions for planned work
* Progresses the Work Orders through the proper status according to the workflows and practices
* Responsible for the scheduling and coordinating corrective maintenance, and necessary resources for manufacturing process equipment within each Business Unit
* Partners with Manufacturing Planning Department to ensure all schedules and activities can be met
* Determines the scope of the work requests including clarification of the originator’s intent and assigning appropriate priority to facilitate effective deployment of resources
* Work with outside maintenance vendors, contractors, and suppliers to provide LAP with quality parts and services
* Work with Maintenance Storeroom team for timely procurement and acquisition of parts needed for maintenance activities
* Develops revised and review related SOPs or job plans/work plans for work related areas
* Plans Major and Minor Site Outages, including Maintenance shutdowns, minimizing the impact to Operations

## Qualifications for maintenance scheduler

* Follow through on maintenance requisitions and purchase orders from initiation to completion of those orders
* Responsible for maintaining Master Equipment / Asset Information in the CMMS
* Analyze, maintain, modify and update information related to Maintenance work orders
* Provide completion and compliance metrics for maintenance activities for each Business Unit
* Keeps the communication to the stakeholders updated with the information on when their requests will be executed
* Manages maintenance workload, and scheduling work to match available manpower and equipment availability avoiding Manufacturing Interruptions but PMs performed on time