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# Example of Maintenance Scheduler Job Description

Our growing company is looking for a 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

* Ensures Job Plans are current and in order to apply the proper Corrective, Preventive, Predictive Maintenance procedures as applicable
* Coordinate and Plan job Supports the development of contracts with outside vendors in the performance of maintenance activities
* Leads and coordinates scheduling for utility and infrastructure shutdowns for Preventative and Corrective maintenance
* Processes QEs, CAPAs and Audit Responses according to established due dates
* Perform other duties and functions as require by the needs of the department and plant
* Support Technicians during repair or installation of equipment
* Responsible for following GMP, EH&SS, Maintenance, Calibration, and Plant procedures
* Assists for troubleshooting of the production equipment throughout the plant
* Assists for training appropriate personnel on the different machines to improve quality, reliability, and efficiency of the production lines
* Supports Reliability Centered Maintenance and Manufacturing Equipment Excellence (ME2) initiatives to improve quality, reliability, and efficiency of the production lines

## Qualifications for maintenance scheduler

* Provide input for continuous improvement of standard techniques and procedures for maintenance and calibration programs
* Provides workscopes for engine maintenance based on failure mode to support all F135 operational sites
* Schedules and executes engine module retrofit implementation across all sites
* Creates maintenance schedule for planned and unplanned engine module maintenance
* Reviews material plans to support future engine and module inductions to prevent workstops
* Creates individual engine/module file orders for inductions into depot