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# Example of Planner Maintenance Job Description

Our company is searching for experienced candidates for the position of planner maintenance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for planner maintenance

* Write maintenance work procedures
* Supervise day to day maintenance operations as backup or needed
* Distribute weekly Preventative Maintenance work orders (cleaning, lubrication, adjustments, inspections, small repairs, surveillance)
* Gather data and produce reports as required by Maintenance Supervisor/Manager
* Review planned and confirmed work orders and maintenance history recordings for accuracy
* Review work order feedback from the trades regarding updates to task lists, and maintenance plans and make suggestions to correct master data
* Participate/Facilitate weekly team meetings where weekly KPI’s, action item status, and maintenance performance is reviewed, and actions planned
* Interface with Maintenance Supervisor, Engineering Manager and the global TPM/Spare Parts group to incorporate Best Business Practices (BBP’s)
* Create Work Orders for tasks identified by either the Maintenance Technicians, Supervisor or Engineering Manager for equipment that is in need of repair or Special projects
* Keep logs of the equipment and tooling preventive and corrective maintenance

## Qualifications for planner maintenance

* Three year community college or equivalent degree in Mechanical, Electrical, Industrial, or related Engineering program
* Strong Oral/Written English Communication Skills
* Experience working with or establishing teams
* High school diploma/GED equivalency required
* As required, adjust work schedule to work with 2nd and 3rd shift personnel for proper job planning or weekend work as needed
* Assist with reviewing the spare parts request for new equipment and communicate with parts room to stock in inventory