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# Example of Planner Maintenance Job Description

Our growing 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

* Under limited supervision, this position is responsible for overseeing the planning and scheduling the maintenance of assigned work orders for company facilities and equipment such as office buildings, R & D laboratories, manufacturing plants including all office, laboratories, and manufacturing equipment
* Obtain and organize all information required for the maintenance team to perform the work
* Participate in prioritizing maintenance work
* Schedule labor and coordinate equipment availability for maintenance
* Coordinate equipment preparation for maintenance and communicate parts marshalling location
* Communicate with Stores, Purchasing, Operations, Maintenance Personnel, and others as necessary to ensure efficient work flow
* Participate in maintenance planning meetings
* High school diploma or equivalent with 7-10 years instrument or electrical craft maintenance experience in a chemical plant
* Demonstrated understanding of industrial design standards, repair standards and maintenance practices
* Planner should have complete knowledge of each department’s PM work load in order to better schedule work orders in that area

## Qualifications for planner maintenance

* Reviews the estimate of the current day’s schedule status and forecast of manpower availability on a daily basis
* Follows up to ensure the completed schedules and work orders are returned at the proper time
* Maintains an open package of schedulable work orders which require equipment to be shut down so that some or all of them can be performed in the event of an unscheduled shutdown of that equipment
* Develops a file of standard work order (plans) for regularly recurring repair jobs, based on historical experience, to simplify the planning process
* Maintains parts inventory stock level to appropriate level of parts
* Cycle count parts inventory on a weekly basis