



# Example of Maintenance Planner Job Description

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Our innovative and growing company is hiring for a maintenance planner. 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 planner

- Collect parts needed to complete Work Orders and communicate when all material is available
- Backup to the Store Room Attendant
- Keep files of daily production reports
- Ensure compliance of proper safety, quality and environmental requirements in work
- Take responsibility for the CMMS Data Base and data integrity
- Lead and prepare for equipment shutdowns
- Communicates with assembly
- Reviews with engineering those work orders requiring engineering design
- Examines jobs to be done and determines best way to accomplish the work
- Obtains blueprints, drawings, instructional manuals and special procedures, as needed, from files or other sources

## Qualifications for maintenance planner

- Knowledge of Maintenance processes and activities
- Fill in for maintenance shift supervisors when needed (out for vacation/training)
- 2 years' experience in industrial maintenance or implementing and sustaining a preventative maintenance program
- Prior CMMS experience required

- Maintains backlog files of work orders awaiting scheduling in accordance with their priority limits with an estimated completion date