Example of Maintenance Scheduler Job Description

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Our innovative and growing company is looking for a maintenance scheduler. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for maintenance scheduler

- Tracks module maintenance in the depot to ensure schedule execution and determines get-well plans
- Know, understand and be able to field plan and prepare job packages
- Maintain an electronic job library external to store detailed job plans
- Understand and have the necessary functioning capability to prepare job plans in the SAP CMMS
- Receive and review for completeness, authorized work orders from the gatekeeper
- Consistently and constructively, provide feedback to both the gatekeeper and the work order author any improvements that could be or should be made to improve work order generation
- As necessary and required, perform field checks associated with the equipment in the work order
- Prepare a detailed job package and place the major job steps in the SAP CMMS job plan, identifying the correct crafts and time allocations for each major job step
- Identify required external services based upon the detailed job plans
- Openly, willingly and with an encouraging attitude, accept constructive feedback from crafts to improve all aspects of job planning

Qualifications for maintenance scheduler

- Occasionally fills in for the Maintenance Coordinator
- High School diploma and 6+ years' experience in maintenance/construction

- Schedule time, material resources for preventative, predictive and reactive work at the site
- Process PM procedures submitted by the Engineering and Maintenance management
- Process new equipment into the system as it is received
- Subject matter expert (SME) level knowledge of CMMS use (preferably EAM)