



# Example of Planner Maintenance Job Description

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Our growing company is looking for a 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

- The Planner receives all work orders from the requesting departments of the areas to which he/she is assigned, except for emergency work which is requested of the Maintenance Manager for immediate attention
- Maintenance work orders which can be planned out but which require participation by shop or functional crews are copied (cross-order) and provided to the appropriate planner for planning of the supplemental work
- Attends meetings with the production planning department and participates in the overall plant scheduling of the following week's work, and negotiates for downtime "windows" during which preventative and corrective maintenance requiring downtime can be performed
- Schedules weekly meetings with the Production Supervisors and the Maintenance Supervisors concerned with the areas for which he/she is responsible, consulting them regarding facilities or equipment to be maintained
- Reviews with the maintenance area supervisors the actual labor expended versus estimated labor and material used for completed jobs, in order to determine corrective measures needed to improve the accuracy of estimating and improving methods of doing work
- Keeps the maintenance manager properly informed on all abnormal or critical situations and seeks advice on matters outside of the planner's knowledge or authority
- Continually capturing and reviewing data provided by ongoing maintenance with a view to identifying any trends
- Responsible for Maintenance Strategy plans

- Review daily breakdown statistics and remedies executed to determine if engineering input is required

## Qualifications for planner maintenance

- Must have excellent communication skills with all levels of the organization
- Continuously audit and improve the Maximo database and business processes
- Electrical & mechanical experience required
- Participate/Facilitate in scheduling and shift crossover meetings
- Participate weekly scheduling meeting for long range planning
- Complete daily, weekly and monthly reports as required