



# Example of Planner Maintenance Job Description

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Our company is growing rapidly and is hiring for a planner maintenance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for planner maintenance

- Interface daily with production and maintenance department personnel to review work orders for maintenance services
- Provide leadership in assuring all requirements of the routine maintenance work process are utilized consistently and effectively to continuously improve the process and ensure goals are met
- Provide off-hour support for maintenance issues, material or service as necessary
- Maintain an effective auditing process of completed PM
- Generate work requests as required
- Procure services and equipment as needed
- Obtain necessary permits
- Ability to perform responsibilities with limited supervision and be able to work hours dictated by the condition of the plant
- Develop multi-task work orders in Oracle to the level of detail required to execute the work safely with maximum effectiveness and efficiency
- For attachment to each work order, develop detailed work execution procedures to the required level of detail for multi-discipline work efforts through communication with resident and non-resident subject matter experts

## Qualifications for planner maintenance

- Analytical capabilities including data analysis to optimize delivery
- Must possess outstanding computer skills

- Must be able to work with other leaders in the facility to find creative solutions to complex problems
- Must be able to adapt to change and maintain composure in stressful or
- Engineering degree or Diploma in a related discipline