

SCOPE

The Maintenance Planner's job is to anticipate and eliminate potential delays by planning and coordinating maintenance resources, parts, materials, and equipment access.

The Maintenance Planner reports to the Maintenance Manager. Responsibilities include planning and coordinating all planned maintenance activities performed at the site.

Specific Exclusions

- The Maintenance Planner must be assigned exclusively to planning. He/she should not be used for maintenance supervision or additional duties not associated with this job description.
- The Maintenance Planner should not be involved in daily emergency and urgent requests, because there is no opportunity to plan such work. To maximize the value of planning, the Maintenance Planner focuses on the week ahead and beyond.
- The Maintenance Planner does not assign individual Maintenance Technicians to specific jobs; this is the Maintenance Supervisor's responsibility. The Planner gets work ready to schedule. The Maintenance Scheduler then develops the Weekly Work Schedule, after which the Maintenance Supervisors develop Daily Work Schedules.
- The Maintenance Planner is not responsible for Reliability Engineering, whether developing the project portfolio management (PPM) system, analyzing equipment history, or re-engineering points of repetitive equipment failure.

RESPONSIBILITIES

The Maintenance Planner is responsible for, but not limited to, the following activities.

Primary Responsibilities

- Ensure that safety is considered when developing every job plan.
- Handle long- and short-range planning.
- Maintain bill of materials (BOM) information for every asset within area of responsibility.
- Follow a daily routine of visiting work sites.
- Scope work and record decisions on Work Planning Checklist (W6-01-05).
- Determine appropriate level of planning for each new work order.
- Assign proper codes during work identification, control, and planning phases.
- Requisition services and materials for planned work.
- Reserve stock items for planned work.
- Develop planned work for the Weekly Work Schedule.
- Identify required permits.
- Determine the proper sequence of work activities.
- Estimate labor hours needed to perform work.

- Estimate costs, including labor, materials, and contract services, for each work order.
- Communicate Work Planning Package information to Maintenance Supervisor.
- Inform Maintenance Manager of abnormal or critical situations.
- Seek Maintenance Manager's advice on matters outside the Planner's knowledge or authority.
- Review work order feedback information to improve future planning efforts.

Supporting Responsibilities

- Coordinate all planned maintenance and minor construction activities in designated facility area.
- Identify and develop standard work routines and task lists.
- Assist with supply chain coordination (with Materials Management and Procurement).
- Assist with work scheduling as needed.
- Attend Weekly Scheduling Meeting.
- Analyze work order feedback and execute follow-up actions.
- Plan shutdown-related work.
- Prepare budgeting, tracking, and analysis.
- Share common work planning information with other Maintenance Planners.

RELATIONSHIPS

The Maintenance Planner is an integral part of the Leadership Team and an organizational peer and partner of Maintenance Supervisors, Reliability Coordinators, and Production Supervisors. These roles are jointly responsible for the tasks required to ensure effective capacity utilization, reliability, and life cycle asset management.

PERFORMANCE MEASURES

The following key performance indicators (KPIs) allow the Maintenance Planner to monitor and evaluate his/her performance:

- Accuracy of Labor Estimates (planned labor time vs. actual labor time)
- Accuracy of Material Estimates (planned materials vs. actual materials)
- Work Backlog Size in Crew Weeks
- [additional KPIs to be determined by Company]

QUALIFICATIONS

- 3–5 years of similar maintenance experience
- formal maintenance planner training
- the ability to interpret and use the following (to develop job plans):
 - piping and instrumentation diagrams
 - equipment drawings
 - predictive maintenance reporting
 - hydraulic and electrical schematics