

SCOPE

The Maintenance Planner's job is to improve workforce productivity and quality by anticipating and eliminating potential delays through planning and coordinating maintenance resources, parts, materials, and equipment access.

This role 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 100% to the planning function. They 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. The Maintenance Planner focuses on routine work. If any planning is to be accomplished, the Planner focuses on the week ahead and beyond.
- The Maintenance Planner does not perform the daily assignment of individual Technicians to specific jobs; this is the Maintenance Supervisor's responsibility. The Planner progresses work to Ready to Schedule, and the 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, including developing the PM / PdM 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 information for each asset within the area of responsibility.
- Follow a daily routine of visiting work sites.
- Scope work and record decisions on Planning Checklist.
- Determine the appropriate level of planning for each new work order.
- Assign proper coding during work identification, control, and planning phases.
- Create purchase requisitions for planned work to include services and materials.
- Create stock reservations and purchase requisitions for planned work.
- Develop planned work for the Weekly Work Schedule.
- Identify permits.
- Determine the actual sequence of work activities for planned work.
- Estimate labor hours needed to perform work for planned work.

- Provide cost estimates for planned work, including labor, materials, and contract services.
- Communicate Work Planning Package information to Maintenance Supervisor.
- Develop a library of Task Lists for recurring tasks.
- Keep Maintenance Manager informed 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 their facility area.
- Identify and develop standard work routines and task lists.
- Assist with supply chain coordination (with Materials Management and Procurement).
- Assist with weekly 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.
- Exchange 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 responsible for the tasks required to ensure adequate capacity utilization, reliability, and life cycle asset management.

PERFORMANCE MEASURES

The following site-identified key performance indicators (KPIs) allow the Maintenance Planner to monitor and evaluate their performance:

- Accuracy of Labor Estimates (planned labor time vs. actual labor time)
- Percentage of Planned Jobs (excluding preventive maintenance) with Parts Kits Identified
- Accuracy of Material Estimates (planned materials vs. actual materials)
- Preventive / Predictive Work
- Critical Equipment with Preventive Maintenance / Predictive Maintenance Assigned
- Mean Time Between Failures
- Planning Effectiveness
- Work Backlog Size in Crew Weeks
- Catalog Materials on a Bill of Materials
- Work Mix by Priority
- Distribution of Preventive Maintenance / Predictive Maintenance Work Types

QUALIFICATIONS

- 3–5 years of similar maintenance experience
- formal maintenance planner training
- excellent communication skills
- 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