

Maintenance Planner/Scheduler

Summary:

This individual will be responsible for planning, scheduling, and coordinating proactive maintenance work performed at the site, with the objective of minimizing total maintenance cost and effort, by maximizing maintenance work force efficiency and productivity.

Responsibilities will include:

- Performing administrative duties in the Computerized Maintenance Management System (CMMS)
- Work order tracking
- Directing and executing the site's proactive maintenance program
- Managing the processes of call management
- Preparing site maintenance performance data as required
- Developing, maintaining, and continuously improving the preventive maintenance program
- Scheduling all planned maintenance activity at the site
- Managing the site's spare parts inventory, including weekly monitoring of inventory
- Controlling inventory budget accuracy, turns, and other inventory management measurements
- Procuring parts for all scheduled and unscheduled projects and repairs
- Contacting suppliers to obtain quotes for parts for all scheduled and unscheduled projects and repairs
- Kitting parts for scheduled and unscheduled projects and repairs
- Assist site personnel with job troubleshooting when required
- Work with operations personnel to understand work order job descriptions when required
- Assist site personnel with root cause discovery
- Assist site personnel with preventive maintenance optimization
- Assist site personnel with cost reductions
- Site supervisory role when needed

Qualifications:

- 1 - 3 years of maintenance scheduling / planning experience and/or 5 - 10 years as a machine repair technician or equivalent combination of both
- Experience in an industrial environment - required
- Electrical/mechanical aptitude preferred
- Familiarity with Computerized Maintenance Management Systems (SAP preferred)
- Experience with Microsoft Word, Excel, Power Point, Project, and Outlook
- Project management and capital project experience - preferred
- Associate degree in a technical field - preferred

Compensation/Hours:

- This position is an exempt position and hours will flex as business requires
- Starting salary up to \$79,000 per year. Starting wage offer will be based on candidate's experience, knowledge, skills and abilities

Benefit Summary:

- Employee Stock Ownership Plan (ESOP)
- Two Weeks Paid Vacation (accrual begins after 30 days of employment)
- Ten Paid Holidays
- Medical/Dental/Vision/Life/Disability Insurance
- 401K