



MAINTENANCE PLANNER/SCHEDULER

ABOUT THIS JOB

Maintenance Planners and Schedulers are responsible for ensuring that all planned maintenance activities for mobile and fixed equipment are properly scheduled within the limits of the facilities and resource capacity. They define the parts, materials, crafts and skills, and engage the proper resources to develop a safe, effective and efficient work control plan. In addition, the Planner/Scheduler provides equipment-related expertise and technical guidance on preventive maintenance activities. Maintenance Planners and Schedulers are good organizers and can manage multiple tasks simultaneously. They should also have good communication skills, and be approachable and tactful.

MAINTENANCE PLANNERS/SCHEDULERS PERFORM THE FOLLOWING TASKS:

- Plan routine daily maintenance and maintenance checks
- Plan scheduled shutdown maintenance
- Update and manage maintenance records and files
- Work closely with the warehouse personnel on purchasing and inventory matters
- Comply with statutory and regulatory requirements

PREPARATION AND TRAINING FOR THIS POSITION

A high school diploma or GED, and vocational certification or previous experience are required. Most Maintenance Planners/Schedulers have been mechanics for many years and are promoted to this job.



EDUCATION:

- * **HIGH SCHOOL DIPLOMA OR GED**
- * **VOCATIONAL SCHOOL**