

Job Description for Planner, Electrical/Instrument III

Position Overview

The Planner, Electrical/Instrument III is responsible for planning and scheduling activities for electrical and instrumentation maintenance, ensuring efficient and effective operations. This role requires in-depth technical knowledge, strong organizational skills, and the ability to work collaboratively with various departments to achieve optimal performance.

Key Responsibilities

Planning and Scheduling

- Develop and maintain detailed maintenance schedules for electrical and instrumentation systems.
- Coordinate with maintenance supervisors, engineers, and other stakeholders to ensure timely and accurate execution of maintenance activities.
- Utilize Computerized Maintenance Management Systems (CMMS) to track and monitor maintenance tasks and schedules.
- Ensure that all planned maintenance activities comply with safety, health, and environmental regulations.

Technical Support

- Provide technical expertise and support for troubleshooting and resolving electrical and instrumentation issues.
- Collaborate with engineering teams to develop and implement solutions for complex technical problems.
- Ensure that all maintenance activities adhere to industry standards and best practices.

Resource Management

- Manage the allocation of resources, including personnel, tools, and materials, to support maintenance activities.
- Coordinate with procurement and inventory teams to ensure the availability of necessary spare parts and materials.
- Monitor and control maintenance budgets, ensuring cost-effective use of resources.

Continuous Improvement

- Identify opportunities for process improvements and implement changes to enhance maintenance efficiency and effectiveness.
- Participate in root cause analysis and corrective actions to prevent recurrence of maintenance issues.
- Stay up-to-date with industry trends, technologies, and best practices to continuously improve maintenance processes.

Qualifications

Education and Experience

- Bachelor's degree in Electrical Engineering, Instrumentation, or a related field.
- Minimum of 5 years of experience in maintenance planning and scheduling for electrical and instrumentation systems.
- Experience with CMMS and other maintenance management software.

Skills and Competencies

- Strong technical knowledge of electrical and instrumentation systems and equipment.
- Excellent organizational and time management skills.
- Ability to work collaboratively with cross-functional teams.
- Strong problem-solving and analytical skills.
- Effective communication and interpersonal skills.
- Proficiency in using Microsoft Office Suite and other relevant software.