

Job Description for Senior Planner, Maintenance Planning II

Position Overview

The Senior Planner, Maintenance Planning II, is responsible for developing and overseeing comprehensive maintenance plans to ensure optimal performance and reliability of equipment and facilities. This role entails coordinating with various departments, managing resources, and ensuring adherence to safety and compliance standards.

Key Responsibilities

- **Maintenance Planning:** Develop detailed maintenance plans, schedules, and procedures for all equipment and facilities. Ensure timely execution of preventive, predictive, and corrective maintenance activities.
- **Coordination:** Collaborate with engineering, operations, and other departments to align maintenance activities with overall operational goals and minimize downtime.
- **Resource Management:** Allocate and manage resources, including personnel, tools, and materials, to effectively execute maintenance plans.
- **Budget Management:** Prepare and manage maintenance budgets, ensuring cost-effective and efficient use of resources.
- **Compliance:** Ensure all maintenance activities comply with relevant industry standards, regulations, and safety protocols.
- **Data Analysis:** Utilize maintenance data and performance metrics to identify trends, optimize maintenance strategies, and improve equipment reliability.
- **Continuous Improvement:** Implement continuous improvement initiatives to enhance maintenance processes, reduce downtime, and increase efficiency.
- **Reporting:** Generate and present regular reports on maintenance activities, performance metrics, and operational improvements to senior management.

Qualifications

- Bachelor's degree in Engineering, Maintenance Management, or a related field.
- Minimum of 5 years of experience in maintenance planning or a related role.
- Strong knowledge of maintenance management principles, practices, and methodologies.
- Proficiency in maintenance management software and tools.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.

- Demonstrated ability to manage multiple priorities and projects in a fast-paced environment.
- Knowledge of industry standards and regulatory requirements related to maintenance and safety.