

JOB DESCRIPTION

JOB TITLE:	Maintenance Planner & Scheduler
DEPARTMENT:	Facilities
REPORTING TO:	Divisional Manager, Facilities
PAY GRADE:	Staff

Summary:

The Maintenance Planner & Scheduler plans and schedules maintenance activities to ensure that maintenance and repair works are satisfactorily completed for the assigned facility(s) and equipment. The incumbent must also support availability of the facility during the normal or extended hours of operation, ensuring customer satisfaction in accordance with the Corporation's standards.

The incumbent is expected to submit proposals for cost reduction through proper planning and preventative maintenance.

Education, Knowledge and Experience

- NEC in Mechanical Engineering / Facilities Management or related discipline
- Certificate in Customer Service

- Working knowledge of the OSH requirements
- Working knowledge of Laws and Regulations relevant to the state sector
- Strong proficiency in the use of Microsoft Office Tools and software relevant to job functions eg Web TMA

- Minimum of three (3) years' experience performing similar functions in a facilities management environment of a large, diverse organization

OR

Equivalent combination of Qualifications, Training and Experience

Key Duties & Responsibilities

- Plans and organizes the full life-cycle of all facilities management work orders from inception to completion.
- Schedules routine and non-routine maintenance works within the specified time frames

- Utilizes work orders and allocates engineers or subcontractors with corresponding skill set(s)
- Maintains up to date records of all jobs using the approved software
- Reconciles work orders to facilitate accurate billings to clients
- Monitors, adjusts and/or reschedules work to minimize bottlenecks and non-compliance
- Ensures that inspection records, reports and approved forms are accurately signed off upon the completion of work
- Coordinates manpower, materials, tooling and equipment required for scheduled maintenance
- Plans and produces work requirements for equipment maintenance in accordance with the manufacturer's data
- Organizes planned maintenance for engineers and sub-contractors
- Prepares Purchase Requisition and/or Purchase Orders where applicable
- Conducts follow-up on purchase orders as required to ensure contractors etc. are paid for actual work done
- Assists in preparation of Scope of Works in accordance with approved maintenance schedule and issues to the relevant personnel
- Tracks progress of work orders; re-plans as required to manage workload and priorities of response
- Ensures that issuance of Scope of Work is within the limits of the equipment's manufacturer
- Maintains asset listing in approved format on database
- Performs any other duties related to the job function as assigned

Dimensions and Scope of Role

- Operates in accordance internal Policies and Procedures
- Operates in accordance with approved Limits of Authority.
- Operates in accordance with all regulatory requirements including laws governing OSH

Key Behavioral Capabilities

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; is well motivated to perform with minimum supervision. Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, and credibility in work situations.

Team Player: Works well as a contributing member of a customer focused team; performs role assigned in the interest of the team's success.

Communication: Contributes to discussions; and completes documents in a logical and organized manner; Communicate at all levels as required by job functions.

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the business.

Customer Focus: Has a strong understanding of the service requirements and the contribution to the success of the business; Demonstrates a willingness to assist with customer needs.