



# Maintenance Planner

Job Code #

X-###

Reports to:

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## SUMMARY:

Improve the productivity and work quality of the Maintenance Department by anticipating and eliminating potential delays through planning and coordination of manpower, parts and materials, and equipment access. Planner acts as the liaison between Production and Maintenance. Responsible for planning, scheduling, and coordinating all non-demand work performed.

## ESSENTIAL FUNCTIONS:

- Ensures Maintenance activities are planned with an un-compromising eye to Safety and ensures all of standards meet or exceed MSHA Standards.
- Must have good interpersonal skills, being able to liaise between operation's needs, maintenance team availability, and procurement and warehousing availability of parts
- Strong mechanical or electrical background
- Responsible for the planning of all maintenance activities at both sites which includes;
  - a. Preventative Maintenance program
  - b. Predictive Maintenance Program
  - c. Creation and monitoring of work orders; including Emergency Work Orders
  - d. Documenting and tracking all equipment modifications
  - e. Creates work orders based on input from Operational Personnel
  - f. Maintains and updates all equipment data in the Avantis System including cost monitoring and downtime analysis
  - g. Develops and continually updates work procedures including; Safety Risk Assessment, required permits (hot work, confined space, etc.) parts list and required tools.
  - h. Coordinates and plans work with outside contractors.
  - i. Works closely with the Procurement Coordinator to maintain appropriate spare parts stocking levels and maintenance supplies.
  - j. Maintains maintenance backlog including estimated man hours and parts availability.
  - k. Develops and issues daily and weekly maintenance schedules, including coordinating prioritization with Operational personnel.
  - l. Track and reports maintenance KPI's
  - m. Develops and maintains downtime data metrics
  - n. Supports Maintenance Coordinator in various tasks
  - o. Supports Management with Capitol Projects and process flow improvements.
- Performs other duties as required/assigned by Mining Manager, Shift Supervisor, and Dry Mill Manager

## QUALIFICATIONS, EDUCATION, TRAINING AND SKILLS:

- High School diploma or equivalent (GED) and ability to read and write the English language.
- Associates degree or equivalent from technical school; or equivalent combination of education and experience(i.e., Technical Apprenticeship or Journeyman Card)
- Mechanical or Engineering Degree preferred
- Must demonstrate effective verbal and listening communications skills.
- 3-5 years' experience in a high volume maintenance environment required.
- Good understanding of basic engineering practices and functions.
- Drafting knowledge (blueprint reading, dimension drawings, etc.)