



## JOB DESCRIPTION

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POSITION: Maintenance Planner

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REPORTS TO: Maintenance Manager

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**JOB SUMMARY:** The Maintenance Planner will ensure that all maintenance work identified through the maintenance request system is properly planned and scheduled for execution. Responsible to improve work force productivity and work quality by anticipating and eliminating potential delays through planning and coordination of parts and equipment access. Ensuring Crane & Diesel shops meet requirements of Operations whilst adhering to budget controls and optimizing efficiency.

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JOB TASKS:

**Responsibilities:**

- Responsible for planning maintenance work orders, repairs, servicing and efficient functioning of all machinery and equipment
- Monitor and track performance to budgeted goals and/or targets established for the department
- Work together with Operations and Finance to meet present and future goals
- Have general understanding of provisions under Collective Agreement (ILWU 502/514)
- Managing maintenance data collection and information gathering to more effectively provide maintenance service
- Prepare forecasts for future maintenance activities on a regular basis
- Publish weekly schedules for work orders that are full planned
- Develop cost and time estimates of planned maintenance work
- Purchase necessary parts, equipment, services and documentation to perform maintenance work
- Plan/propose labour orders
- Responsible for up-keep and accuracy of equipment maintenance history and job records
- Continuously look for improvements in efficiency and budget
- Tracking and reporting on KPI's, and collecting and reporting on a series of other data
- Perform other duties as assigned
- Attend meeting as required

**Relationships:**

- Maintain and improve relations with ILWU
- Develop good relationship with Operations and Finance to balance business needs and budget controls
- Maintain good relations with Commercial and Business Development

**Safety:**

- Ensure that all personnel are following all safety policies and procedures, and report any violations to the Superintendent on duty
- Continually improve, evaluate, implement and maintain health and safety policies and procedures to protect employees with company, and federal regulations
- Supporting and communicating key safety initiatives promoting a safety culture across the organization
- Focus on being impactful, leading by example and boots on the ground
- Leading incident investigations
- Assess an correct hazards which may develop in the field
- Complete Safety Observations as required

**Requirements:**

- Minimum of five years' experience in maintenance and unionized environment
- Proficient in Maximo (or another CMMS)
- Electrical or Mechanical Engineering Degree preferred
- Sound understanding of preventative maintenance, maintenance schedules and management of contractors
- Strong knowledge of maintenance concepts and methodology
- Experience with cranes, diesel engines, power infrastructures, heavy duty equipment and terminal logistics
- Team player with ability to build and maintain both internal and external relationships
- Effective communication skills
- Detail oriented
- Excellent organizational skills and interpersonal skills
- Ability to work independently with minimal supervision