
 Peninsula Plastics Recycling, Inc. 530 S. Tegner Rd. Turlock, CA 95380	JOB DESCRIPTION
JOB TITLE: SALARY:	Maintenance Planner Hourly – Non-Exempt

Maintenance Planner Summary: The Maintenance Planner works with the Maintenance Management team in developing the scheduled maintenance programs and processes for the production facility to minimize impact on production. The planner pre-evaluates the need for replacement parts and places orders. The incumbent plans for interruptions in work and develops backup plans to minimize the interruptions for the production facility.

Maintenance Planner Essential Duties and Responsibilities include the following:

- Responsible for developing and managing the engineering maintenance schedules for the factory
- Inputs and maintains the engineering master data in system
- Establish, maintain and improve the Maintenance Planning and Scheduling business flow process.
- Scope the full extent of maintenance work needed to conduct the relevant repair/preventive/predictive/design-out activities on the organizations plant and equipment.
- Develop cost and time estimates of planned maintenance work.
- Write applicable maintenance procedures that promote defect-free maintenance work quality
- Responsible for up-keep and accuracy of equipment maintenance history and job records database
- Schedule maintenance work into production plan.
- Ensure key performance indicators are captured and reported for equipment reliability, maintenance department performance and planning and scheduling business flow process.
- Continually improving planning, scheduling, purchasing, data management and job reporting systems to increase planning effectiveness and efficiency
- Collaborate with maintenance supervision to schedule manpower and resources for the most effective production and maintenance outcomes
- To have technical skills to implement and define with support of Maintenance Manager the right PM implementation
- Work with maintenance group and vendors to ensure necessary parts are on hand while minimizing overall inventory value
- Help develop and maintain procedures for parts and work orders and ensure the plant compliance with these procedures
- Manage the work order system. This includes entering or supervising the entry of all work order transactions and providing the required reports to management and maintenance
- Utilizes TPM/WCM to deliver the maintenance initiatives on site
- Assist and recommend new projects and methods to minimize costs while ensuring accurate systems
- Responsible for maintenance data captured (losses, cost, breakdown analysis, tag resolution.)
- Identify training gaps and interface with HR/Training to close them

 Peninsula Plastics Recycling, Inc. 530 S. Tegner Rd. Turlock, CA 95380	JOB DESCRIPTION
JOB TITLE: SALARY:	Maintenance Planner Hourly – Non-Exempt

- Recommends change to procedures and develops performance standards within the Maintenance Department
- Work according to HR policies and procedures; adhere to quality and safety standards
- Maintain a clean and safe workplace in accordance with Peninsula’s procedures and policies.
- Follow all procedures, processes, and safety requirements.
- Report to work on time and maintain company attendance standards.
- Maintain appropriate work behavior with co-workers and management.
- Report directly to Maintenance Management.
- Perform other duties as assigned by management.

Maintenance Planner Work Relationships:

Internal: This position requires communication throughout all levels of the organization

External: This position may require communication with vendors, internal and external customers.

Reports to: Maintenance Management

Supervises: None

Maintenance Planner Qualifications: (These examples do not include all of the duties which the employee may be expected to perform.) To perform this job successfully an individual must:

- Possess a high school diploma or equivalent
- Must have effective written and verbal communication skills in English
- 3-5 years working knowledge and experience in managing maintenance schedules, maintenance budgets, improvements of maintenance plans and must have root cause analysis technical know how
- Intermediate knowledge of computers and data entry processes
- Must have strong independent problem-solving skills
- Comply with safety rules and regulations of trade
- Strong attention to detail and organizational skills

Working Conditions:

- Work requires normal manual dexterity and eye-hand coordination
- Corrected hearing and vision to normal acceptable range
- This position requires sitting for long periods of time at a computer and walking in the production area as needed