

JOB TITLE	Maintenance Planner
LOCATION	Bristol Area
EMPLOYMENT	Permanent
REPORTS TO	Engineering and Maintenance Manager

DESCRIPTION OF FUNCTION

The Maintenance Planner, you will be responsible for the creation and execution of the weekly maintenance plan, as well as the delivery of the WorkSmart (PPM) program (week to week) to ensure all tasks are completed.

Providing additional support to maintenance shutdowns and commissioning of the site for planned outages, the Maintenance Planner will also support with additional supervision as required.

The Maintenance Planner will also help manage recovery from breakdown, collaborating with the Mechanical and EC&I Engineers, to restore production effectively and efficiently to minimise downtime, whilst ensuring health and safety and machine standards are upheld.

JOB RESPONSIBILITIES & DUTIES

- The Maintenance Planner shall assist with the scheduling of all site planned and reactive maintenance activities in accordance of the Work Smart (PPM) program to ensure safe and efficient operation of the site.
- Ensure that all planned and reactive activities within the plant are carried out in a safe manner in line with company policies and health, safety and environmental statutory requirements.
- Creates weekly and annual shutdown plans based on the WorkSmart strategy (Following inputs from Engineering, Production and Quality functions) utilising the CMMS and Microsoft Project as applicable. Support Engineering Team by providing supervision support during shutdown periods.
- Manage delivery of WorkSmart strategy, raising any deviation from plan to the Engineering and Maintenance Manager.
- Manage delivery of weekly maintenance plan and chairing weekly planning meeting.
- Support with maintenance labour requirements, review of the maintenance teams holidays to ensure minimum requirements for labour are met. (arranging cover as required).
- Work as part of the team striving for continual improvement in minimising environmental and Health & Safety risks at the site.
- The Maintenance Planner will become the site superuser for CMMS system (Holistech), look for opportunities to improve Planned, Preventative Maintenance (PPMs) activities in conjunction with Engineering Team.
- Provide daily/weekly engineering compliance figures based on planned against reactive works. (KPIs)
- Sourcing of spares and engineering services for planned and reactive maintenance requirements.
- To support & validate any site level initiatives, ensuring that robust technical preparation is completed and confirming that proposals are safe, technically feasible and financially viable.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

KNOWLEDGE

Essential

E1: Knowledge of mechanical/electrical engineering from areas such as FMCG/ manufacturing/ waste management.
E2: Knowledge of materials handling, conveying, mechanical system design.
E3: Experience of managing a Computerised Maintenance Management System CMMS (such as HolisTech, SAP, Maximo)

Desirable

D1: In depth knowledge of material handling/ material processing in an area such as waste management/ food or chemical processing/ or manufacturing.
D2: Experience of project management including financial reporting.
D3: Experience of supervising a multifaceted engineering team. Effective teambuilding, encouraging, motivation and people value.

SKILLS

Essential

E1: Strong resilience and show a strong drive for results.
E2: Able to successfully manage and deliver on multiple tasks with competing priorities and strict time lines.
E3: Strong written and verbal communication skills, with proven presentation skills.
E4: Proficient in computer use and the Microsoft Suite of applications, with the ability to analyse data, draw conclusions and make appropriate recommendations

EXPERIENCE

Essential

E1: Experienced Mechanical/Electrical Engineer with relevant background and level of expertise.
E2: Experience of Mechanical/Electrical engineering focussed on plant maintenance
E3: Extensive team working experience within a large multi-skilled department.
E4: Experience of creating maintenance plans using planning software such as MS Projects.

Desirable

D1: Experience in heavy process or plant would be advantage.
D2: Experience in maintaining and developing professional relationships with contractors.
D3: Experience of project management including financial reporting – moved from knowledge.

QUALIFICATIONS

Essential

E1 – HNC/HND qualified in a Mechanical/Electrical Engineering or closely related field.
E3: UK Driving license

Desirable

D1: IOSH Managing Safely/ NEBOSH General Certificate in health and safety or equivalent.
D2: Project management qualification.