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| JOB TITLE | Planning Engineer |
| LOCATION | Glasgow |
| EMPLOYMENT | Permanent |
| REPORTS TO | Engineering and Maintenance Manager |

DESCRIPTION OF FUNCTION

The Planning Engineer is responsible for all aspects of planning and scheduling of maintenance / project activities at the Plant, providing support to other disciplines as necessary using their experience and skills. Acting as a connection between the Engineering and Operations departments during the daily meetings, the Planning Engineer will update and issue the daily Plan. They will need to constantly monitor and update maintenance plans and schedules, utilising available Planning tools and the CMMS, along with strong communication and influencing skills, to ensure the correct resources are available in a safe and efficient working environment.

The Planning Engineer is a key role and shall ensure that the Work Management Procedure is adhered to by all departments. This shall include monitoring and presenting of KPI data from the CMMS. The Planning Engineer will act as the site CMMS Superuser and is also responsible for completing some administration tasks for the engineering department. The Planning Engineer will act as the line Manager for the Stock Controllers and may be required to provide cover during periods of absence. The Planning Engineer will act as the focal point for improvements to material processes.

JOB RESPONSIBILITIES & DUTIES

Maintenance Planning

1. Assist with the scheduling of all site planned and unplanned maintenance and project activities in accordance with the Work Management Procedure to ensure safe, reliable and efficient operation of the Plant. Ensure maintenance plans and targets are achievable.
2. Interface directly with other functions and suppliers to ensure work packs and material documentation are satisfied and requirements are satisfied.
3. Lead weekly and daily planning process and meetings, issuing an agreed maintenance plan for the upcoming weeks and updated daily plans.
4. Monitor and organise all outstanding work orders and planned preventative maintenance tasks to ensure the outstanding work is identified.
5. Ensure compliance with site and company financial requirements in relation to Work package planning.
6. Constant monitoring, reporting and updating of maintenance plans utilising planning tools and the CMMS along with strong communication skills to ensure resources are available and scheduled.
7. Ability to monitor resources and provide updates and feedback to ensure forecasting is as reliable as possible and recommending changes in inventory where required

Outage Planning

8. Ability to bring together Engineers scopes and reports into one outage scope or report within a timely manner.
9. As part of the outage team assist in outage planning activities, including production of the

outage plan, alongside National Outage Engineers. This includes
Attending planning meetings and issuing post meeting notes and minutes.
10. As part of the outage team attend CDM & outage meetings and issuing post meeting notes and minutes daily. Including identifying, monitoring and reporting on project / outage critical path.

Engineering Administration

11. Provide support to the Engineering staff to ensure that all reporting within the CMMS is effective and followed through to completion promptly.
12. Manage the work order backlog in the CMMS and work with operations and engineering to prioritise and maintain an acceptable level of backlog.
13. Lead as site CMMS champion and superuser to utilise the CMMS to its fullest potential to assist the Engineering, EHS and Operational staff.
14. Prepare and present Engineering KPI data reports.
15. Gathering and accurately recording information for technical documents, ensuring Operation and Maintenance manuals and other site technical documentation are up to date.
16. Act as the Change Management co-ordinator, responsible for recording Management of Change meeting minutes, issuing actions and updating the Change register.
17. Carry out various engineering administration tasks as requested.

Stores

18. Act as supervisor and line manager for the Stores Function at the plant.
19. Act as the focal point / Champion for stores processes, identifying improvements and ensure inventory is correct for planned maintenance and correct critical spares are held.
20. Provide cover for the Stock Controller role as required.

General

21. Work alongside other functions as necessary, assisting with supervision of contractors.
22. Conduct plant inspections and site safety inspections.
23. Work as part of a team, striving for continual improvement in minimising environmental Health & Safety risk and improve plant performance at the Plant.
24. Maintain a clean and tidy workplace.
25. Identification and resolution of problems, escalating to management in a timely fashion.
26. This role requires a flexible approach to ensure that vital work is achieved timely and accurately. Occasionally weekends and nights will have to be worked.
27. Ability to work unsupervised (including lone working at times) using own initiative.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

KNOWLEDGE

Essential

KE1: Experience of CMMS and project / planning tools such as MS Project / Primavera P6.
KE2: An understanding of maintenance planning and scheduling, spare materials management, asset management tools and techniques

Desirable

KD1: Familiar with Plant engineering equipment and terminologies.

SKILLS

Essential

SE1: Ability to communicate clearly and concisely at all levels, both verbally and written.
SE2: Ability to work without supervision.
SE3: Fully conversant with CMMS.
SE4: Fully conversant with Project planning software.
SE5: Ability to work to tight time schedules

Desirable

D1: Able to think logically and solve problems

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| | effectively and efficiently. SD2: Ability to co-ordinate work activities including contractors. |
| <p><u>EXPERIENCE</u></p> <p>Essential</p> <p>EE1: Experience in a planning or scheduling role in a process industry or power plant. EE2: Extensive experience working with Computerised Maintenance and Management systems. EE3: Significant experience in planning and scheduling work.</p> <p>Desirable</p> <p>ED1: Experience in working with Safe Systems of Work (PTW), training will be given. ED2: Experience of managing a stores facility. ED3: Experience in working within the Energy From Waste industry. ED4: Proven track record of analysing asset data to optimise asset performance and efficiency.</p> | <p><u>QUALIFICATIONS</u></p> <p>Essential</p> <p>E1: Possess the appropriate Engineering / Technical qualifications such as HNC / HND (or equivalent). QE2: Proficient with the MS Office suite of applications</p> <p>Desirable</p> <p>QD1: Degree in an Engineering discipline. QD2: Formal Project Management Qualification. QD2: Formal H&S qualifications. QD2: Full, clean driving licence</p> |