

Lifetime Reliability Solutions

Reach new heights of production and maintenance performance

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Maintenance Planner Performance Based Job Description Puts Reliability in Maintenance Work

This job description begins detailing the attributes, skills and knowledge required for a person to competently do the duties of a maintenance planner focused on improving equipment reliability. It uses an outcomes approach to set the standards that must be reached in the performance of the work. It leaves the person doing the job the flexibility and initiative to find their own way to reach those standards.

NOTE: You can now do our online 10 module Maintenance Planning and Scheduling training course with certificate once completed. Learn all the details at our website.

Duties	Performance Levels			Comments
	GOOD	BETTER	BEST	
Establish, maintain and improve the Maintenance Planning and Scheduling business flow process	Detailed flow diagram of planning and scheduling business processes with all necessary interactions required and persons involved	Process flow diagram steps are explained in supporting documents indicating the performance criteria to be met for each stage on the process	Fully documented quality system with clearly established performance targets, deadlines, outcomes, responsibilities and authorities identified for every stage and everyone involved in the process	The purpose of this duty is to know what must be done in maintenance planning and scheduling, and how well it must be done, for the process to operate at a high level of performance, reliability and repeatability
Scope the full extent of maintenance work needed to conduct the relevant repair / preventive / predictive / design-out activities on the organization's plant and equipment	Provide a work pack with job planning sufficiently detailed to prevent work errors, with all equipment safety issues highlighted to the technician and the correct maintenance documents and parts are available so that the maintenance work performed returns machine condition to as-good-as-new	Fully detailed and complete job pack with clear measures of maintenance work quality with monitoring tests to prove the work meets that quality. All parts are collected together in a pre-assembled and checked package made available to the technician.	Top quality content work pack covering all equipment safety, reliability, parts condition and work quality proof-tests so that the maintenance work performed delivers substantial equipment reliability growth. Quality parts correctly identified, pre-assembled, protected and checked for correctness delivered to the work front awaiting the technician	The Maintenance Planners two primary duties is to ensure 'right-first-time' job performance so that equipment reliability is maximized, while seeking maximum 'tool time' from maintenance technicians. This is achieved by the Planner removing uncertainty and risk when technicians perform their maintenance tasks
Develop cost and time estimates of planned maintenance work	Within 20% of actual job cost and actual job time	Within 15% of actual job cost and actual job time	Within 10% of actual job cost and actual job time	It is necessary to have accurate time and cost estimates if budgets and schedules are to be met. To achieve high accuracy requires good process control.
Purchase all necessary parts, equipment, services and documentation to perform the maintenance work				
Write applicable maintenance procedures that promote defect-free maintenance work quality				
Responsible for up-keep and				

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accuracy of equipment maintenance history and job records database				
Responsible for up-keep and accuracy of technical information on processes, plant and equipment				
Convert the organization's asset management and maintenance strategy into workplace activities				
Able and competent in root cause failure analysis leadership and investigations				
Apply good stores management practices and parts management to ensure parts and equipment retain full reliability while stored				
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, stores, 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				
Personality				
Able to explain their position and justify it respectfully to persons from all organisational levels				
Pleasing demeanor that encourages and supports discussion, interaction				

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and problem resolution				
Well dressed and groomed, looking like a professional				
Prepared to listen to others views on a topic without being judgmental or offensive				
Builds, supports and works in a team				
Safety focused and risk adverse				
Education and Skills				
Fully certified to perform relevant maintenance activities e.g. applicable licenses, permits and qualifications				
Sound and correct understanding of equipment reliability concepts				
Solid appreciation of risk management strategy and practices related to plant and equipment				
Solid appreciation of quality management methods and practices related to plant and equipment reliability				
Limits of Authority				
Determine appropriate action in relation to the prioritising of maintenance activities and the allocation of maintenance resources in conjunction with production management				
Employees – Direct – Indirect				
Financial – Maintenance – Project / Modification				