

## Characteristics of a Perfect Maintenance Planner

A Maintenance Planner needs to have all the right answers at their finger tips. Here is a list of the key capabilities, skills and attributes required for a Maintenance Planner to perform truly competently. The minimum capabilities are listed on the Maintenance Planner and Scheduler Minimum Required Skills, Knowledge and Competency document.

### Business Attributes

- **Lean Practices**
  - Understands, explains and can identify business process problems and their causes
  - Competently performs Value Stream Mapping
  - Understands, explains and can undertake 5S introduction
  - Understands, explains and can undertake TPM introduction
  - Understands, explains and can undertake Error Proofing introduction
  - Understands, explains and can undertake SMED introduction
- **Six Sigma**
  - Appreciation of probability and statistics and the impact of uncertainty
  - Can develop run charts appropriate to the variable/attribute
  - Understands, explains and can develop a risk matrix, undertake risk assessment correctly and apply suitable risk controls to reach ALARP risk levels
  - Understands how to minimise variation in maintenance processes and applies correct practices
- **Engineering and Reliability**
  - Understands, explains and can undertake detail description of operating process and use of each equipment and asset used in the process
  - Understands and can explain equipment failure modes and failure causes
  - Undertakes failure cause analysis and investigation using suitable analysis tools through to removal of root cause
  - Can ably run and record 5-Why activity and take team through to conclusion of investigation and implementation of actions
  - Knows how to cause equipment reliability with correct engineering
  - Understands implications, explains and can provide examples of series and parallel systems
  - Understands, explains and can undertake specifications for Precision Maintenance practices
  - Understands and explains the science of lubricant quality and can undertake the introduction of a lubricant management program
  - Understands technical concepts and can publically explain and speak to them clearly and confidently so others understand the information to be transferred
- **Quality Control**
  - Understands and can explain defect creation
  - Understands and can introduce work quality controls
  - Understands, explains and can undertake Inspection and Test Plan (ITP) development
  - Understands, explains and can undertake quality controlled procedure development
  - Ably develops a scope of work with risk controls, quality standards and control points for contractors and fabricators
  - Ably develops a purchasing specification with engineering and operating performance requirements, risk controls, quality standards and control points to purchase equipment/materials
  - Understands, explains and can undertake QC/QA activities
  - Competently and clearly writes job procedures task by task providing appropriate engineering logic and technical documentation, including correct tables, graphs and charts
- **Maintenance Strategy**
  - Understands and explains the science of Predictive Maintenance and can undertake condition monitoring selection

- Understands and explains the science of Preventive Maintenance can undertake preventative maintenance selection
- Understands, explains and can undertake maintenance history analysis
- Understands, explains and can undertake identification of equipment with potential hidden failures
- Can ably run and record FMEA/RCM team activity and measure risk reduction on a risk matrix, then take outcomes through to implementation in maintenance strategy
- **Financial, Project and Stores Management**
  - Can proficiently cost a complex project to  $\pm 10\%$  accuracy
  - Can proficiently schedule a complex project to  $\pm 5\%$  accuracy
  - Can correctly compile the maintenance department annual budget unaided
  - Proficient in project management controls and has project managed several multi-function projects requiring both internal and external resources, and substantial purchasing requirements
  - Competently develops sensible and sound reports with financial and technical evidence supporting their recommendations
  - Conversant with best practice Supply Chain Management
  - Conversant with best Stores Management practices for high equipment reliability

### **Educational Attributes**

- Able to do algebra and arithmetic to university entrance level (calculus would be beneficial)
- Able to write and create documents in proper language to university entrance level
- Fully computer literate and requires no help to organise and operate a computer and use standard office software
- Advanced level in using spreadsheet software, document writing software, flow chart development software, database management software, and meeting presentation slides software
- Able to draft basic CAD drawings to be used for technical explanations

### **Personal Attributes**

- Runs a personal diary and manages their own time in a sensible and organised way
- Has run numerous meetings using proper meeting control and reporting tools
- Has several times organised groups of people to achieve an outcome
- Has several times spoken at public occasions when requested
- Has several times presented impromptu and can make a sound case for their points-of-view
- Has several times shown personal initiative to resolve a situation/issue at work/home/sport/community without being seconded to do it
- Their own house is clean and tidy inside and out, and maintained in presentable condition
- Their own shed is clear, tidy and easy access to all contents quickly
- Their own car is clean and tidy inside and out, and regularly maintained
- Their own workspace is clean, tidy and logically organised
- Their own computer file system is clean, tidy and logically organised
- Looks after other peoples' belongings better than they look after their own
- Looks after their organisation's belongings better than they look after their own
- Is promptly on time to commitments and meetings
- Delivers their work on time, to the minimum agreed required quality and content
- Manages personal finances soundly without a debt burden that will bankrupt them if ill-health or misfortune hits
- Is risk adverse in behaviour and looks ahead to address likely problems
- Does not gamble outside of what they can afford to lose
- Is fit, eats healthy and controls weight to acceptable range
- Controls their drink (and other drugs) and says no when appropriate
- Clothes are clean, pressed, and in good condition; shoes are clean and in good condition
- Is a member of community/profession/social groups and attends meetings regularly
- Gives their time to improving the community/profession/social groups they support