

Job Title: Maintenance Planner

Requisition ID: 3213

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 80 hours bi-weekly

Shift/Work Schedule: Monday to Friday; 8-hour shifts

Division/ Department: Environmental Services, Maintenance

Job Location: Fort McMurray

Pay Level: PL14

Market Rate*: \$ 66.09

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 14/12/2024

Closing Date (dd/mm/yyyy): 29/12/2024

Posting Type: Internal and External

* This position's pay rate has been adjusted to reflect current market conditions. The non-market, evaluated permanent rate of pay for this position is 64.77.

GENERAL DESCRIPTION:

Under general supervision, the Maintenance Planner is responsible for detailed maintenance planning and ensuring equipment capability and reliability to operations by efficiently applying the maintenance service program. The Maintenance Planner must take into consideration cost estimating and control functions in general as they seek to maximize the availability and useful life of operating equipment while achieving budgeted targets in a safe, cost-effective, and timely manner.

RESPONSIBILITIES:

- Maximize resource productivity by identifying required parts, materials, special tools, external services, rentals, and documentation.
- Prepare job plans with planned costs, including scheduling parts, materials, special tools, external services, and documentation.
- Prepare weekly work schedules, adjusting as required for any unplanned occurrences in the assigned maintenance area.
- Identify health and safety requirements as they pertain to the work plan developed.
- Develop and create maintenance schedules and maintenance manuals for equipment and assets.
- Provide reports, data, expert analysis, and advise on equipment and asset management performance.
- Participate in and perform failure analysis for unexpected equipment failures.
- Preparation of job plans to include the logical sequencing of associated tasks, considering multi-trade alignment.
- Complete site assessments in the field to plan proposed work.
- Communicate and coordinate with stakeholders to provide clarity surrounding equipment/facility downtime.
- Maintain bills of materials for all equipment.
- Maintain and continuously improve job plans and task lists.
- Support the computerized maintenance management system's content, updating, and maintenance.
- Ensure tasks are completed within applicable regulations, standards, and procedures.
- Identify upcoming work and provide input into budget preparation and projections as required.
- Order and track parts and materials.
- Perform other related duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Detailed and thorough knowledge of process equipment and control systems in an institutional or commercial setting.
- Solid understanding of maintenance planning and scheduling concepts.
- Knowledge of maintenance practices, performance measures, and scheduling tools and techniques.
- Ability to demonstrate mechanical/electrical or process/facility maintenance acumen.
- Motivated, self-starter who can work well independently or within a team environment.
- Proven record of developing positive working relations across various business units and with external vendors and contractors.
- A working knowledge of Microsoft Office (Word, Outlook, and Excel), computerized maintenance management systems (preferably SAP or similar), and materials management systems.
- Considerable knowledge of applicable organizational policies, procedures, and occupational health and safety regulations.
- Ability to communicate clearly and efficiently, responding to enquiries in writing and verbally.
- Demonstrable ability with general mathematics and numeracy.
- Ability to work well under pressure and effectively schedule work to meet service demands.
- Ability to maintain a high degree of accuracy despite frequent interruptions or distractions.

EDUCATION AND EXPERIENCE:

- High school diploma or GED equivalent is required.
- Certified Journeyman in the trade of Electrician, Instrumentation, or Refrigeration and Air Conditioning Mechanic/Gasfitter is required.
- Maintenance planning certificates such as (MMP) Maintenance Management Professional, (AMP) Asset Management Professional, (APM) Asset Planning and Management, and (MPS) Maintenance Planning Specialist are assets.
- A combined with a minimum of five (5) years of journeyman experience and an additional two (2) years of related electrical/instrumentation maintenance planning experience is required.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check is required.
- A valid Class five (5) Operator's Licence is required as the incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Must be willing to work outside in all conditions.
- Immunizations are strongly recommended for work in unsanitary conditions.
- Must be medically and physically able to perform all duties of the position on an ongoing basis.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**