

JOB DESCRIPTION

Job Title: Maintenance Job Planner Position Number: 95-19

Incumbent: Vacant Effective Date: April 2024

Employment Status: Permanent Pay Level: 9 Bargaining Unit: X Yes No

Supervisor's Title: Director of Mechanical Maintenance Department: Operations

SUMMARY

The Maintenance Planner will support the Enterprise Asset Management (EAM) implementation through activities like process development, system testing and data cleanup. The Maintenance Planner's primary responsibility will be to support the function of the Operations group by developing advance job plans and work schedules as well as entry and upkeep of the EAM equipment records and job plans. All work shall be carried out and properly documented in accordance with Yukon Energy's policies, guidelines and procedures.

DESCRIPTION

1. Planning Maintenance Work:

- Prepares and develops job plans for the Operations group with the appropriate job scope and level of detail.
- Identifies, reserves, and acquires materials for planned maintenance work in coordination with warehouse and purchasing staff.
- Reviews and prioritizes maintenance work requests with key team members.
- Manages EAM support contractors and identifies opportunities for EAM use cases within the corporation.
- Schedules advance job plans, taking into consideration constraints such as manpower, equipment, and material availability.
- Creates accurate plans for scheduling and manpower forecasting for weekly, monthly, annual, and long-term maintenance schedules.
- Communicates and collaborates with other personnel across the organization.
- Monitors and measures maintenance planning costs and adjusts planning accordingly.
- Compares Yukon Energy's maintenance practices with industry best practices and other similar utilities to suggest improvements as applicable.
- Manages the EAM system including overseeing data integrity, upkeep of equipment register and maintenance plans, integrity of master data and seeking out improvements for the system.
- Analyzes trends in equipment maintenance needs such as breakdown, preventative maintenance, and corrective maintenance, average time between failures, and time to repair. Suggests improvements to maintenance practices and frequencies based on trends.
- Compiles, updates and distributes backlog reports and other mandated control reports.
- Compiles and distributes departmental correspondence, spreadsheets, reports, and presentations as required.

JOB DESCRIPTION

- Builds, enters, and sets up equipment register, master data, job plans, and maintenance schedules in the EAM system.
3. Adheres to the Corporation's high safety standards and follows all policies, procedures and guidelines. Maintains the confidentiality of all Corporation information.
 4. Other related duties as assigned.

WORKING CONDITIONS

The majority of the work is performed in a normal office environment but there may be exposure to high voltage equipment, heights and plant environment as well as outdoor weather when in the field. Travel may be required.

EDUCATION AND EXPERIENCE

- Journey level certification as an Electrician or Power Systems Electrician, Heavy Equipment Mechanic, Millwright or a two year engineering technology diploma
- Experience in an industrial or utility operational environment including experience as a job planner or scheduler.
- Experience with EAM/CMMS is required.
- Experience and training in computer software applications, in particular working with databases and Microsoft Office programs.

KNOWLEDGE AND SKILLS

- Knowledge of methods, materials, and tools used in the maintenance of a modern power generation plant.
- Knowledge of generation, transmission and distribution equipment within an electrical utility setting.
- Excellent ability to communicate and express ideas clearly and concisely both verbally and in writing.
- Excellent collaboration skills to maintain effective working relationships with others.
- Strong cost estimation, organization and prioritization skills.
- Demonstrated commitment to preventive/predictive maintenance programs
- Team player with the ability to work with minimal supervision.
- A proven track record and commitment to safe procedures and encouraging a safe work environment.