



JOB DESCRIPTION

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

Incumbent: Vacant **Effective Date:** July 2024

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

Supervisor's Title: Planning Supervisor **Department:** Operations

SUMMARY

The Maintenance Planner will support Enterprise Asset Management (EAM) implementation across the corporation, through activities like process development, system testing and data cleanup. The Maintenance Planner's primary responsibility will be to support the corporation 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 with the appropriate scope and level of detail.
- Identifies, reserves, and acquires materials for planned maintenance and capital work in coordination with warehouse and purchasing staff.
- Reviews Asset Management Plans and incorporates asset health data collection into job plans to provide robust Asset Health data.
- 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 operations and capital job plans, taking into consideration constraints such as workforce, equipment, and material availability.
- Creates accurate plans for scheduling and workforce forecasting for weekly, monthly, annual, and long-term maintenance schedules, capital works, and customer connections.
- Communicates and collaborates with other personnel across the organization.
- Monitors and measures maintenance planning costs and adjusts planning accordingly.
- Compare 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 registers and maintenance plans, integrity of master data and seeking out improvements for the system.



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- 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 frequency 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.
 - Builds, enters, and sets up equipment register, master data, job plans, and maintenance schedules in the EAM system.
 - Expands the application of EAM to all critical YEC assets such as property, fleet, warehouse, and IT assets not currently captured by EAM.
2. Adheres to the Corporation's high safety standards and follows all policies, procedures, and guidelines. Maintains the confidentiality of all Corporation information.
 3. Other related duties as assigned.

WORKING CONDITIONS

Much 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. Occasional travel to sites will be required.

EDUCATION AND EXPERIENCE

- Journey level certification as an Electrician or Power Systems Electrician, Heavy Equipment Mechanic or Millwright would be desirable but equivalent experience may be considered.
- Minimum 7 years' experience in an industrial or utility operational environment, including at least 2 years' experience as a job planner or scheduler would be desirable but not mandatory.
- 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 the methods, materials, and tools used in the maintenance of a modern power generation plant.
- Knowledge of generation, transmission, and distribution equipment in 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.



JOB DESCRIPTION

Incumbent

Date

Supervisor

Date

VP, Operations

Date