



MAINTENANCE PLANNER

JOB DESCRIPTION

Non-Bargaining Unit Position

FUNCTION

This is a full-time position, reporting to the Maintenance and Warehouse Manager, or designate. The Maintenance Planner will be responsible for ensuring the completion of all maintenance planning for Trigon Pacific Terminals.

KEY RESPONSIBILITIES

As the Maintenance Planner you will:

- Support the Maintenance department in the development of their daily Maintenance activity schedules activities
- Define the preventative (PM) and predictive (PdM) maintenance activities for all Trigon assets, equipment and components, based on time, condition or provided by the OEM/Vendors/Contractors
- Ensure all required parts and materials are available for work orders and preventative and predictive maintenance, interfacing with OEM/Vendors/Contractors to ensure timely PMs and PdMs.
- Plan all preventative and predictive maintenance activities for the assets, equipment and components
- Participate in Maintenance down days and turn-a-round scheduling
- Actively audit the performance of maintenance systems, contractors and consulting engineers on site

- Demonstrate excellence in the maintenance of site equipment and systems in CMMS.
- Ensure the integrity of the CMMS system by updating records and work order information.
- Manage work backlog and required reporting.
- Negotiate and manage contracts for outside resources.
- Promote and maintain a culture of cooperation and excellence between maintenance, operations, safety, engineering and purchasing employees.
- Interface with the Maintenance Manager and Engineer to adjust the PMs and PdMs as per reliability /availability, utilization and cost criteria/objectives, support other metrics.
- Assists with budget preparation and works within budget.
- Assists in developmental work when changes or additions are made to equipment.
- Continuously improve our preventative and predictive maintenance program following best maintenance practices
- Participate in preparing maintenance related reports, analyze data and make recommendations for improving plant operations and solving maintenance related problems
- Other duties as required.

HIRING CRITERIA

Education and Experience:

1. Minimum University graduate in mechanical engineering or technical/trade school graduate, or an equivalent combination of education, training and experience.
2. Preferred Eligible or Registered Professional Engineer or Engineering Technologist
3. Minimum of three (3) years in a planning or project management role
4. Minimum of three (3) years' experience in material bulk handling in mining, heavy industry or similar operation

Skills:

1. Good communication skills, both verbal and written.

2. Strong planning and organization skills, coupled with ability to manage multiple competing priorities
3. Proficient with AutoCAD, CMMS systems, MS Office Suite, including Outlook.
4. Self-Motivated with the ability to work efficiently in a fast-paced environment.

RELATIONSHIP AND ACCOUNTABILITY

1. Accountable to the Maintenance Manager.
2. Solves interpersonal problems at the lowest possible level.
3. Is courteous and polite when dealing with other team members.
4. Is willing to learn new processes and procedures.
5. Will work in a safe manner to protect the health and safety of self and other team members.

STANDARDS AND EXPECTATIONS FOR PERFORMANCE

1. High quality work carried out in a timely manner.
2. Willingness to learn.
3. Ability to work safely and follow the health, safety and environmental procedures.

Revised: June 17, 2022

Approved: _____
Maintenance and Warehouse Manager

Date: _____