



780 Washington Street
Quincy, MA 02169

Maintenance Planner

To apply please send resume to careers@trtlp.com

Summary – The Maintenance Planner will have responsibility for scheduling planned and preventative maintenance and coordinate material availability to perform the work efficiently. Responsible for the administration of computerized maintenance management system and storeroom systems. Oversee storeroom operations. Seek quotes and specifications for replacement parts and equipment as well as contribute to troubleshooting failed equipment.

Duties and Responsibilities

- Scheduling preventative maintenance including, inspections of rotating equipment, process safety devices, tank inspections, pressure vessel inspections, fire systems, and other equipment as needed
- Maintaining production schedule to meet commercial plan with operational capability will play a key role
- Schedule with operations planned maintenance, specifying required downtime and system isolation for work to commence. Organize required maintenance personnel and outside contractors to execute service
- Develop shutdown activities through cross-department collaboration, meeting stakeholders needs
- Manage inventory of critical spare parts
- Coordinate parts and materials needed during service down time
- Work directly with vendors/contractors as needed
- Coordinate work order system and priorities with Electrical and Instrumentation Supervisor, the Maintenance Supervisor, Facilities and the Senior Maintenance Manager
- Communicate work order planning schedule, work order completion status and open Preventative Maintenance actions
- Coordinate historical data entry for equipment into electronic system across departments
- Coordinate all aspects with Storekeeper and Purchaser to maintain spare parts
- Manage the day to day activities of the storeroom
- Perform other duties as requested or required
- Back up of other maintenance supervisors as requested or required

Qualifications and Requirements:

- High school diploma and 4 to 6 years of maintenance experience
- Strong aptitude in computer systems and software
- Working knowledge of process equipment
- Necessary to work in a team environment
- Ability to handle multiple projects at one time
- Strong organizational and interpersonal skills
- Flexible, motivated and energized to meet the challenge

Physical Demands & Requirements

- Ability to go into manufacturing areas and assess equipment repairs
- Will need to climb refining towers and storage tanks
- Dexterity working with tools and machinery
- Occasionally lift, push, pull heavy objects
- Works with computers, test equipment and other technical devices
- Additional skills and tasks may be added to meet business needs

To apply please send resume to careers@trtlp.com