

# Job Description

**Title:** Maintenance Planner / Storeroom

**Department:** Maintenance

**Date Effective:** September 2015

**Document title:** Maintenance Planner

**Page:** 1 of 2

**Mgr. Approval:** SL, LL

## Job Summary

The Maintenance Planner will have responsibility for scheduling planned and preventative maintenance and coordinate material availability to perform the work efficiently. Develop, implement and maintain electronic work order and storeroom systems. Oversee storeroom operations.

## Key Areas of Responsibility

- Scheduling preventative maintenance including, inspections of rotating equipment, process safety devices, tank inspections, pressure vessel inspections, fire systems, and other equipment as needed
- Develop with the Maintenance and Operations Superintendents the annual shutdown activities
- Manage inventory of critical spare parts
- Assist with Maintenance shutdowns
- Coordinate parts and materials needed during service down time
- Work directly with vendors as needed
- Coordinate work order system and priorities with Maintenance Superintendent and Supervisors
- Communicate work order planning schedule
- Coordinate historical data entry for equipment into electronic system
- 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

## Reporting Relationships

Individual Contributor

Reports to (position): Senior Manager Maintenance

Working Supervisor

Manager (hire/fire/discipline authority for 2+ employees)

## Formal Education / Certification Requirements – Essential Functions

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

## Travel Requirements

Infrequently.



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## Physical Requirements / Working Environment and Conditions

- Requires extensive field work walking throughout the facility
- Must be able to work in confined spaces
- 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

## Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. This document is subject to change at any time and is not intended to be exhaustive of all duties, responsibilities, and skills required by employees with this position title. The physical requirements will be described on a supplemental Occupational Worksheet and are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made upon request.

## To be completed by HR:

<b>Job Code:</b>	<b>FLSA Status:</b> Exempt	<b>Completed by:</b> L Lovett
<b>EEO Code:</b>		<b>Date finalized:</b>

