



Maintenance Planner JOB DESCRIPTION

Nortera Foods Inc.

POSITION DATA					
JOB TITLE:	Maintenance Planner	REPORTS TO:	Maintenance Manager	SALARY:	65k to 80k
DEPARTMENT:	Maintenance			LOCATION:	Brockport
JOB SUMMARY					
<p>Reporting to the Maintenance Manager, the role of the Maintenance Planner is to improve work force productivity and quality by anticipating and eliminating potential delays through planning, scheduling, and coordination of maintenance resources, parts, materials, and equipment access. Responsibilities include planning, scheduling and coordination of all planned maintenance activities performed at the site.</p> <p><i>Nortera USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<p>The Maintenance Planner is responsible for, but not limited to, the following activities:</p> <p>Operational Maintenance Process:</p> <ul style="list-style-type: none"> ▪ Ensure that safety is considered in the development of every job plan; ▪ Daily review of new (non-emergency) work requests including determining the appropriate level of planning for each new work order; assign proper coding; ▪ Identify and develop preventive maintenance plans and task lists; create purchase requisitions for planned work to include services and non-stock materials; ▪ Contact vendors to check to ensure availability of specific equipment; ▪ Assist supervisor with work scheduling function; estimate labor hours for each work order needed to perform work ▪ Identify and plan stock material required for work order; provide cost estimate to include labor, materials, and contract services for each work order; ▪ Identify required permits where appropriate; ▪ Determining actual sequence of work activities; review work order comments and execute follow-up actions when appropriate; ▪ Develop and maintain a library of task lists for recurring tasks ▪ Ensure all parties informed of abnormal or critical situations and to seek advice on matters outside the knowledge or authority of the role; ▪ Assist with the preparation of budgets, tracking, and data analysis ▪ Add and maintain asset information including bill of material information for each asset within their area of responsibility, warranty information and asset hierarchy. <p>EAM:</p> <p>Maintain asset records, hierarchy and spare parts list. The planner will be responsible for adding and maintaining all asset records and asset record information.</p> <ul style="list-style-type: none"> ○ Review requests including identifying and eliminating duplicates, change priority if appropriate ○ Identify and eliminate duplicates ○ Change priority if appropriate: Emergency, Urgent, Expedited, Routine (see Work Initiation section of this document for priority definition) ○ Identify responsible trade ● Approve request and convert to work order ● Active member of the Equipment Focus Team (note: Equipment Focus Team is described in the Technology & Data – Asset Information section of this document) 					



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- Identify trade(s) – activities, steps to complete the job, and estimated hours required for job.
- Define parts required for the work order
 - Identify stock parts and verify sufficient on hand
 - Requisition non-stock parts
- Define and maintain PMs. The planner will be responsible for adding and maintaining all PM and inspection record information
- Release PM and inspection work orders
- Maintain warranty information
- Manage warranty work orders
- Authority to add and to reopen a work order
- Run and review reports
- Report other work found: create a work request in EAM

QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ● Demonstrated knowledge and experience in relation to the use of computerized maintenance management software; preventive, predictive and corrective maintenance strategies; ● Proven ability to prioritize; work with a sense of urgency; critical problem solving and decision making coupled with the ability to influence; ● Accountable, adaptable with the ability to analyze data and communicate findings; ● Good understanding of the technical skills of technicians; demonstrated industry specific knowledge; ● Ability to communicate with cross functional teams and vendors.
PHYSICAL DEMANDS	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ● Occasional lifting/carrying up to 40lbs ● Occasional pushing/pulling up to 40lbs. ● Occasional bending, squatting, twisting, climbing, crawling, reaching ● Frequent dexterity, standing, walking, sitting ● Constant typing ● Specific vision abilities required by this job include close vision, color vision, depth perception ● and the ability to adjust focus. ● Appropriate work intensity level: Light
WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ● Normal office environment ● Noisy conditions ● Dusty conditions ● Hot or humid conditions ● Wet conditions ● Exposure to extreme/seasonal temperatures ● Exposure to chemicals or solvents ● Work near moving mechanical parts



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	<ul style="list-style-type: none"> • Ability to work a flexible schedule • Ability to work in an environment that has a great deal of urgency 		
EXPERIENCE	3 - 5 years of demonstrated industry specific related experience		
EDUCATION	A Bachelor's degree in mechanical, electromechanical or industrial engineering or a technical diploma coupled with demonstrated industry experience.		
APPROVALS			
VERSION #:		REPLACES VERSION #:	
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.