



<b>Title</b>	Maintenance Planner & Scheduler	<b>Status</b>	Full Time
<b>Department</b>	Technical Services	<b>Location</b>	Scarborough, ON
<b>Reports To Title</b>	Technical Services Manager	<b>Written/ Revised Date</b>	March 20, 2019

## SUMMARY

Reporting to the Technical Services Manager, the Maintenance Planner & Scheduler will be primarily responsible for the overall effectiveness and management of the preventative maintenance system (CMMS). He or she will also participate in the productivity of the maintenance department in general, by providing planning and scheduling services, and contributing to the company's achievement of its objectives and priorities.

## RESPONSIBILITIES

- Develop, direct, review and revise the Preventive Maintenance program
- Perform all maintenance planning and scheduling while ensuring that all safety regulations per the Occupational Health and Safety Act and Company policies are met
- Maintain the CMMS module and database
- Review Key Performance Indicators (KPI's) and contribute to the Company's continuous improvement process
- Manage the parts inventory system, which includes entering or supervising the entry of all parts transactions, including purchase orders and inventory adjustments to maintain proper stock levels and inventory control
- Interface with other departments and contractors as required for joint projects and repairs
- Complete and maintain accurate and organized records, documents and reports
- Perform other duties as assigned

## ATTRIBUTES

- Professional, respectful, and courteous demeanour towards internal and external customers, and an ability to collaborate effectively with others
- Proven track record for improving process efficiencies, and strong understanding of best practices in preventative maintenance and maintenance principles
- Demonstrated decision-making, strategic thinking, and problem-solving abilities
- Excellent interpersonal, time management, and communication (oral and written) skills
- Able to grow and adapt to changing requirements, and learn new processes and/or procedures

## QUALIFICATIONS

- Minimum of 5 to 8 years' work-related experience in a similar role required
- Diploma or Degree specializing in Electromechanical Engineering considered an asset
- Strong mathematical knowledge, specifically in the fundamentals of geometry and trigonometry
- Strong planning, organizational, and problem-solving skills, as well as excellent attention to details



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#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work conditions are consistent with a manufacturing environment. The Maintenance Planner and Scheduler has frequent exposure to manufacturing operations and equipment, and requires the ability to use all necessary safety equipment. Standing, walking, stooping, and bending, are frequent and required. This role also requires the ability to lift up to 50 pounds, and the ability to stand for at least 8 hours on concrete surfaces as required. He or she must also be able to tolerate extreme variances in temperature.

***Scepter is committed to employment equity and encourages applications from women, visible minorities, Aboriginal peoples, and persons with disabilities.***