

Job Title:	Maintenance Planner/Scheduler	Job Category:	Maintenance
Location:	Milford, DE	Experience Required:	5 years
Salary Range:	DOE	Position Type:	Direct Placement
Applications Accepted By:			
E-mail: bkohan@catalystinnovativesolutions.com Subject Line: Maintenance Planner/Scheduler – Milford, DE		Mail: Catalyst Innovative Solutions 3336 West Stonybrook Dr Anaheim, CA 92804	
Job Description:			
<p>Maintenance Planner / Scheduler / Parts Room Superintendent</p> <p>Location: Milford, DE, US, 19963</p> <p>Job Function: Maintenance</p> <p>We are a family-owned company heading into its second century of growth and innovation. With a goal of becoming the most trusted name in premium proteins, we create products for consumers and for retail and foodservice customers around the globe; while changing the way animals are raised for food.</p> <p>Summary:</p> <p>We are recruiting for a Maintenance Planner/Scheduler/Parts Room Superintendent in Milford, DE. This position is critical to the ongoing success of our maintenance and reliability efforts. The Maintenance Planner / Scheduler / Parts Room Superintendent is responsible for managing the efforts around identifying an executable work package that should contain, but is not limited to, the work plan (including the process and desired end results), the necessary materials, tools, permits, and labor requirements and developing Time-Phased plan for execution in alignment with reliability excellence processes. This position is responsible for all activities involved with managing the parts room and parts room associates. The Maintenance Planner / Scheduler / Parts Room Superintendent is also expected to spend the appropriate amount of time on the production floor inspecting work sites to ensure that all safety and work process considerations are incorporated into the job plan.</p> <p>Principal and Essential Duties & Responsibilities:</p> <p>Oversees and manages the maintenance planning and scheduling requirements for all asset maintenance planning and scheduling activities; oversees the work management process using relevant software to ensure accuracy and validity of information including analyzing and updating asset database and maintenance requirements.</p>			

Works closely with maintenance execution, reliability and engineering, as well as external departments ensuring that all work plans are efficient and effective.

Works with maintenance management and staff to provide effective asset maintenance scheduling and reporting, implements software upgrades and enhancements, makes recommendations for process improvements, and provides reports on asset maintenance status; maintains systems for prioritizing and scheduling work using Maximo CMMS or other software.

Reviews and reports on work order status; reviews data and information accuracy, provides QA/QC of input data; provides recommendations for improving accuracy and completeness of data inputs; customizes user-interface to help improve accuracy of data inputs; assists managers and supervisors in implementing best practices for asset management; promotes consistency and timely service.

Coordinates and develops IT interfaces with CMMS of other departments.

Prepares maintenance forecast reports utilizing available data, projected maintenance planning and scheduling activities and utilization rates.

Determines material needs necessary to fulfill maintenance and inspection requirements. Coordinates these needs with Procurement and RS&S Operations; Advises appropriate staff as necessary.

Coordinates with M&E operations and procurement and other maintenance departments to maximize utilization of asset down times to accomplish required maintenance actions. Makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.

Conducts a variety of organizational, operational and analytical studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate; prepares a variety of formal reports.

Monitors the efficiency and effectiveness of service delivery methods and procedures; recommends, within department policy, appropriate service and staffing levels.

Participates in the development and administration of an assigned budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.

Explains, justifies and defends programs, policies and activities in assigned areas of responsibility.

Provide scheduling and planning support of work orders for all work orders and corrective & preventive maintenance work through existing CMMS system – Maximo.

Facilitate work orders by defining the tasks, estimating duration, identifying constraints, and assigning appropriate resources. Work with Reliability Engineer to root cause any corrective work orders and communicate with plant associates, on leadership on findings.

Review incoming work orders and designate accordingly based on priority and task. Responsible for the entire WO life cycle from start up to completion.

Reviewing reports and identifying overdue work orders, which pose a risk to asset performance.

Report on/Track metrics tied to planning and scheduling opportunities to improve efficiency.

Performs administration of procurement contracts and documentation in support of outage execution

Complex wide scheduling of maintenance contract work.

Conducts monthly, quarterly, and annual performance and business reviews with maintenance contracting companies.

Collaborates with CAPEX team regarding manpower needs.

Ensure Contractor company's QA/QC program and safety standards are implemented and administered in accordance with Perdue policy.

Approves new procedures and work instructions to be used by contracting companies.

Ensures that onsite contractors meet the Perdue requirements for training and authorization to work.

Leads efforts to align our company and contractor processes.

Collaborates with Procurement Contractor Services team to evaluate contractor performance and contract commitments.

Coordinate activities with other disciplines (purchasing, accounting, engineering, operations, management) to ensure a high support of maintenance activities.

Provide monthly KPI reports to the maintenance manager.

Coordinate special parts orders with maintenance.

Provide reports to management such as inventory valuation reports, negative inventory reports, cycle count variances, scrap, and obsolescence.

Establish and maintain "Work-Flow Process Charts" and standard operating procedures for major work systems within plant stores: Parts set-up, Parts replenishment, Parts issue, Parts return, Parts repair and re-stock, Parts Kitting, Inventory Process (Annual and Cycle Count)

Solicit training/education, network with other sites, as necessary to become the site expert on these systems.

Understand and ensure that the proper segregation of duties (SOX compliance) are respected through appropriate allocation of roles and work, running any necessary compensating controls and report to the Maintenance Manager and Accounting Manager. Undertake investigation and auditing of any variances or key controls and measures and implement corrective actions in consultation with Director of Operations.

Minimum Education:

College degree or equivalent experience.

Experience Requirements:

3-5 years related experience.

Experience Preferred:

Specialized training or education (post-high school) in maintenance is preferred.

Environmental Factors and Physical Requirements:

1. May need to move light equipment or supplies from one place to another. 2. May need to access files, supplies and equipment. 3. When in a plant environment: Exposure primarily consists of wet and moist floors which include metal and plastic grating surfaces. May be exposed to temperatures of 28 degrees to 100 degrees Fahrenheit with both ambient and 100% humidity. May handle product 25 degrees to 50 degrees Fahrenheit. May be exposed to noise ranges of 50 db to 110 db. May be exposed to all chemicals used in poultry, food, processing facility. Must wear and use protective and safety equipment required for the job as directed by the Company.

We are an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

Catalyst Innovation Solutions
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