

Job Title: Maintenance Planner/Scheduler

Department/Division: Maintenance

Reports to: Director - Facilities, Maintenance & Safety

Grade:



Job Summary:

Will oversee all scheduling, planning, preventative/predictive maintenance and work orders to help ensure all equipment, machinery, and processes are in working order and operating as designed. Excellent mechanical skills, broad knowledge of maintenance concepts and techniques. Proficient PC skills to access and maintain information and communicate electronically. Work with all departments to enhance maintenance processes that will assist in meeting Tapemark's strategic goals.

Duties / Responsibilities:

- Work both independently and collaboratively across shift assignments with minimal to no direct supervision
- Updates the CMMS (computerized maintenance management system) ensuring data is accurate.
- Plans daily maintenance work and collaborates with Maintenance Team Leader to help ensure all equipment, machinery and processes are in working order and performing as needed.
- Develop maintenance plan for scheduling, execution, and follow up of the following: regular maintenance, preventive maintenance (PM), predictive maintenance (PdM), shutdown maintenance; work with maintenance department, contractors, and vendors.
- Plans maintenance jobs, to include the following: issuing and reviewing work orders reviewing parts and tools required and providing detailed work instructions.
- Plan labor for major downtime.
- Organize and maintain spare parts lists, manuals, and drawings.
- Provide support as needed to maintenance technicians.
- Manage back log work.
- Use data and statistical problem-solving techniques to improve the plant reliability as measured by key performers while reducing unit costs.
- Facilitate weekly meetings with plant operations team.
- Follow all established EHS standards, safe work practices, and quality requirements such as but not limited to (e.g., LOTO, permits, OSHA, NFPA 70E, SOPs, etc.).
- Drive continuous improvement regarding infrastructure, procedures, routine maintenance tasks, task frequencies, spare parts inventory, etc.
- Document all start-up, shutdown, repair, and return to service activities in accordance with SOPs and GDP procedures. Capture data using logbooks, check sheets, work orders, and CMMS systems.
- Maintain compliance to established metrics and standards (e.g., training, PM & RWO on time completion, etc.).
- Perform all job responsibilities in compliance with applicable ISO and GMP regulations, guidelines, policies, standard operating procedures, and industry practice and Industrial Excellence initiatives.
- Develop new or revise existing SOP's PM's WO's etc.
- Write up change controls, non-conformances etc.
- Other duties as assigned by supervisor.

Education and Experience:

- Minimum three years of technical proficiency with CMMS (computerized maintenance management system).
- Five years of related work experience in cGMP environment industry.
- Three plus years' experience in the pharmaceutical, medical device industry.

The above job description does not constitute a contract of employment, and Tapemark may exercise its employment-at-will rights at any time.

Employee Signature

Date