Maintenance Planner

Applications are invited from suitably qualified persons to fill the position of **Maintenance Planner** for the Automated Fare Collection Agent of the Tshwane City A RE YENG project. A Re Yeng is a high-quality, customer-oriented bus service that will deliver fast, comfortable and low-cost urban mobility in the City of Tshwane. The positions details are as follows:

Summary

Provide Supervision for the effective use of maintenance personnel, materials and machine downtime to maintain production equipment availability and performance at satisfactory levels through the planning, scheduling, coordinating and reporting of repair activities. The Maintenance Planner schedules the work activity of the Maintenance and Engineering team.

Salary

Market Related

Duties and Responsibilities

1. Plan all Predictive, Preventive, and Condition Based Maintenance, in conjunction with the sites production and operational plan including resource (mechanic, operators, parts, equipment) availability to effectively and efficiently execute activities in a coordinated way. Help prioritize and escalate as necessary critical works.

2. Manage and maintain the site CMMS (Computerized Maintenance Management System).

3. Manage CMMS Data including ensuring that appropriate information are entered into the CMMS system when a modification, improvement, or addition is made to manufacturing, utilities, and/or other support area equipment.

4. Monitor work order backlog; schedule backlog work in a timely manner to maintain a reasonable level.

    Monitor Work order Completion, Backlog, and Schedule Compliance to ensure health of maintenance systems.

5. Drive continuous improvement projects related to maintenance as assigned by working with operations and engineering alike.
6. Generate and distribute KPI, and trend analysis and CMMS reports.

7. Assist the Maintenance Manager in leading a team of Maintenance Mechanics and Electricians.

8. Review work orders and job lists, make estimates for labor and material costs, examine priorities and obtain proper approvals for repairs. Publish daily schedules.

9. Make contacts, field investigations, file searches to define scope of work and organize jobs in a timely manner.

10. Obtain materials by stores requisition, purchase order or prefabrication and insure correctness and specifications.

11. Engage contractors, servicemen or engineering support as required.

12. Maintain all required files and computer updates.

13. Plan maintenance jobs, with assistance of the maintenance supervisors, to identify and provide materials, manning requirements, and other support needed to complete required work.

REQUIRED SKILLS:

-Diploma in Mechanical Engineering or other degree/diploma with relevant experience

 -High level of computer expertise and competence.

- Excellent communication and organizational skills.

- Strong understanding of mechanical processes, equipment and electrical systems.

- Must have continuous improvement mindset.

- Familiar with other Maintenance Improvement methodologies; work with site/Corporate

Engineers.

- Open to new methods and opportunities.

- Strong analysis skills.

- Ability to make ongoing judgments and decisions to keep the business functioning at a high

level.

- Ability and willingness to operate and support a positive culture and follow established values.

- Ability to integrate into all parts of the operation to support the facility in achieving goals and objectives.

- Proactive individual that takes responsibility for their equipment, line, coworkers and the continuous improvement of the operation.

- Able to work in a team environment where honest communication, a positive attitude, engagement, and personal accountability is expected.

- Detail oriented individual who accurately records information.

- Able to work off-shifts, weekends and extended shifts (i.e. 10 hrs., 12 hrs.)

- Has positive conflict management skills.

- Ability to work independently and with minimal supervision.

- Accountable for personal development and improvement.

- Ability to work in a fast paced environment and handle multiple tasks