E ENERGY ADAMS, LLC

Maintenance Planner Scheduler

Job Description

Title	Maintenance Planner Scheduler
Department(s)	Maintenance
Reports to	Maintenance Manager

Job Summary

This position requires extensive knowledge and ability to plan and schedule maintenance activities. In depth understanding of CMMS Systems (especially the use of MAPCON) is necessary. Labor, material planning and excellent communication skills are required. Assists the plant in providing the necessary maintenance resources and record keeping that is required to increase plant productivity, assist in maintenance work preparations to improve work efficiencies and increase plant performance. Responsible for maintaining production equipment availability and performance at satisfactory levels through the planning, scheduling, coordinating and reporting of repair activities. Assure resources are available and adequate to complete these tasks. Must be able to identify and prioritize multiple projects and perform work with a constant awareness of improving processes. Preparation of reports, metrics, and other tracking tools will allow this employee to succeed. The Maintenance Planner Scheduler will support all policies, goals and objectives of the company, and will represent the company in a knowledgeable and professional manner.

Summary of Essential Job Functions

- Uses MAPCON to develop a daily work schedule to secure adequate resources to complete preventative, predictive, and planned maintenance. Audit assignments and resources to ensure repair schedules and performance expectations are met. This includes maintenance and operations staff, materials, documents, work orders, change orders, and necessary approvals to perform work as planned.
- Responsible to maintain all plant equipment records in MAPCON, and that all maintenance work including planned and unplanned work is scheduled through MAPCON. This includes follow-up to

ensure all labor hours, materials, and necessary notes or procedural changes associated with the work are accurately recorded within MAPCON, and work is closed in a timely manner.

- Communicates directly with Purchasing and Inventory Agent regarding parts required and inventory levels needed to complete all scheduled Work Orders and PM Orders.
- Manage and schedule maintenance activities such as inspections, instrument calibrations, and equipment preventive maintenance and validation assessments along with coordinating project workload.
- Prepare and maintain a weekly maintenance schedule.
- Plan all activities associated with planned plant outages under the direction of the Maintenance Manager to provide for maximum use of available resources.
- Recommend the need for and aid in securing the scheduling of outside resources on an as needed basis.
- Advise when a scheduled maintenance downtime should be rescheduled and communicate and coordinate new plan.
- Communicate regularly with operations and maintenance to be aware of engineering projects.
- Provide input to management and suggest improvements for efficiency.
- Responsible for notifying supervisor of any problems or issues with inventory, planning and scheduling.
- Complete any and all tasks assigned by supervisor.
- Ensure safe work practices are implemented at all times. Report any safety issue or problem to supervisor and EHS Manager immediately.
- Other duties not listed herein, but which need to be accomplished to maintain safe and productive day-to-day operations within the plant.
- Maintain confidentiality of all records and company matters.
- Promote E Energy Adams in the community.
- Support all company safety, health, environmental, and quality programs and policies, and be accountable for the performance of these programs in the Maintenance Department.
- Maintain high level of service and work performance, and also support and promote a positive and cooperative team environment which fosters creative problem solving and shared learning.

Minimum Requirements

Prefer two years CMMS experience in ethanol, production, and/or manufacturing, as well as 3-5 years maintenance experience preferred. Must be accurate and detail oriented team player. Need general parts, electrical, welding and mechanical equipment understanding. Computer skills and experience with inventory management, CMMS System software necessary. Forklift operation and maintenance repair experience helpful. OSHA knowledge beneficial. Requires valid driver's license. High school diploma.

Abilities Required

The Maintenance Planner Scheduler must be able to perform essential job functions satisfactorily with or without reasonable accommodation. The requirements listed above are representative of the knowledge, skills, and/or ability required. If accommodations are needed by an applicant or employee to perform the essential job functions, please advise the Human Resources Department in writing as to the accommodations requested.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional Information

HR use only	
Job code	
Generic title	Maintenance Planner Scheduler
Pay grade	
Management? (Yes/No)	No
E/NE status	Non-exempt
Last revised	November 24, 2014
Approved By	Maintenance Manager, Curt Dowding