



POSITION: Manager, Planning Maintenance

DIVISION: Timberlands

LOCATION: Campbell River

REPORTS TO: Senior Manager, Maintenance

DATE: December 27, 2018

POSITION OVERVIEW

Reporting to the Senior Manager, Maintenance, the Planning Manager is responsible for Defining a Higher standard through the optimization of our assets. The Planning Manager will focus on developing and executing a maintenance planning strategy and approach across all operations which in turn, will impact Overall Equipment Effectiveness. The Planning Manager will apply predictive and preventative planning and scheduling techniques to effectively control maintenance activities, thereby maximizing both reliability and production efforts.

RESPONSIBILITIES

- Act as an exemplary leader in safety and contribute to creating and maintaining a safe and productive working environment;
- Commitment and ability to push toward Operational Excellence and reliability
- Develop and implement a comprehensive Maintenance Planning & Scheduling capability at WFP that drives safe and productive results.
- Define the goals & objectives of the function and identify resource requirements accordingly.
- Develop and implement asset reliability improvement programs.
- Work with the Senior Manager Maintenance to develop and maintain a consistent long range strategy for all equipment that recognizes risk-based decisions to set appropriate maintenance strategies that aligns with the corporate Asset Management Standard.
- Develop and maintain a comprehensive asset register for Timberlands and ensure all assets and equipment have a maintenance strategy & program and that all equipment records & procedures are kept up to date.
- Use reliability methodologies to develop and review maintenance strategies and programs.
- Develop standard job plan libraries for all assets.
- Advise maintenance management on opportunities for work management improvement and advise the team on best maintenance practices.
- Create long range maintenance plans and Bills of Material for all assets.
- Work with SMM to standardize, simplify and streamline existing systems and processes in a culture of continuous improvement.
- Set up a Root Cause Failure Analysis program to continuously improve long term maintenance strategies.

- Work with stakeholders to design, develop and deliver training programs and documentation in support of new or revised business processes.
- Work with SMM to scope and roll out a new and effective CMMS for WFP.

Functional Contribution

Planner role:

- Oversee day to day routine planning activities and ensure consistency amongst work packages.
- Maximize resource productivity by identifying labour, parts, materials, special tools, external services, rentals, documentation, etc.
- Preparation of job plans ready for scheduling detailing parts, materials, special tools, external services & documentation with planned costs.
- Identification of EH&S, permit, regulatory and communication requirements.
- Preparation of job plans to include the sequencing of associated tasks, taking into account multi-craft alignment.
- Maintain and continuously improve job plans and remove bottle necks.
- Maintain all BOM's and the development of a strategic capital parts inventory.
- Work closely with Superintendents and supply chain to develop detailed scopes for the execution of all work.
- Ensure the proper close out of all Work Orders to capture accurate history & costing and ensure data integrity process.
- Manage WO flow, found work and backlogs.
- Initiate RFI's as required and follow up on outstanding items.
- Create and maintain detailed plans for opportune work during outages or work stoppages.
- Manage the data integrity in the CMMS and steward the maintenance performance KPIs.
- Continuous improvement of Planning & Scheduling process by applying lessons learned.
- Assist supply chain with initiatives for inventory management and reduction.

Scheduler role:

- Maximize craft utilization through resource levelling ensuring that a sufficient amount of work is effectively allocated.
- Link work packages to the weekly schedule.
- Allocate crafts to job steps and timelines.
- Confirm with supply operations the required on site date for materials, special tools and services.
- Coordinate between operational and supply functions in establishing and issuing of the weekly schedule.
- Balance craft availability with work requirements.
- Identify windows of opportunity whenever equipment is not in use.
- Issue weekly and 3 week look ahead schedules.
- Ensure all resources for jobs are allocated, coordinated and synchronised at the proper time and place so that the work can be executed by the agreed timelines within the planned costs.

Decision Making

Maintenance work planning, scheduling & co-ordination range from straight-forward to very complex. Thus, this position includes:

- Exercising independence and personal judgement based upon skill and knowledge on more complex decisions that falls outside standard practices.
- Being structured, logical & able to work with complexity.
- Being assertive in knowing when to act against disruptive activities.
- Knowing when to elevate contentious issues.

Problem Solving

- Identifies and independently resolves routine issues.
- Determines courses of action within planning / scheduling guidelines & procedures.
- Some supervision to make decisions for new or more complex work.
- Identifying planning and scheduling process inefficiencies.
- Determining root causes of issues.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

- 10+ years of experience in Maintenance & Reliability in increasingly responsible roles.
- Comprehensive knowledge of maintenance practices, performance measures, maintenance systems and planning techniques.
- Post-secondary degree in engineering or related degree/diploma or equivalent work experience.
- Experience with a Computerized Maintenance Management System
- Experienced in the wood products industry or a comparable heavy industrial environment
- Maintenance experience with pneumatics, hydraulics and similar equipment
- Proficiency in excel with the ability to generate reports

SKILLS, KNOWLEDGE AND REQUIRED COMPETENCIES

- Commitment to Western's core values of personal safety, sustainable management and environmental stewardship.
- High level of integrity and professionalism.
- Expert knowledge of maintenance and reliability processes.
- Strong analytical and problem solving skills to quickly recognize issues and opportunities to improve process and drive efficiencies
- Strong ability to lead process enhancement activities
- Excellent collaboration, communication and influencing skills
- Ability to motivate and engage staff to perform at a higher standard.

To apply please visit: [Manager, Planning Maintenance](#)