

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENVIRONMENT & SUSTAINABLE INFRASTRUCTURE DIVISION – PLANT OPERATIONS – LOCATION – 700 WOODWARD AVE.)

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) MAINTENANCE PLANNER/SCHEDULER – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor – CMMS, the Maintenance Planner/Scheduler will be working within the Water & Wastewater areas focusing on the following departmental objectives;

Optimization and standardization of maintenance practices and tasks to achieve and sustain an optimized maintenance work environment.

Ensures accuracy, preparation and reporting of all maintenance routines and tasks via Infor-EAM.

GENERAL DUTIES

The Maintenance Planner/Scheduler will focus on the following specific responsibilities in order to achieve these objectives:

Practice advanced planning and scheduling (using short & long range windows) through active Work Request and Work Order backlog management through the computerized maintenance management system.

In cooperation with Maintenance Supervisors, plan tasks/routines with labour requirements, materials, and specialized equipment and safety requirements for each work order in the CMMS system.

Assist stores with sourcing and procurement of critical parts and components. Monitor critical inventory levels.

Assist Maintenance Supervisors with coordination of Maintenance programs.

Assist Maintenance Supervisors with identifying candidate assets for RCM program.

Read and interpret technical drawings and O&M manuals as needed to support work order planning.

Analyze and/or review technical and equipment data.

Assist CMMS Supervisor with Infor-EAM system configuration and set up work to maintain standardized maintenance practices.

Assist CMMS Supervisor with the compiling of data for report generation from the Infor-EAM system using report writing software.

Perform the duties of the CMMS Supervisor in the absence of same.

Interact with other City groups to help develop and continually improve maintenance and asset management practices and records.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the position.

QUALIFICATIONS

1. Proven knowledge of computerized maintenance management planning usually acquired by obtaining a College diploma in a Mechanical, Electrical, Electro-mechanical Technician or Technologist Program or a combination of related education and relevant work experience.
2. Practical experience in complex facility maintenance including planning, scheduling, and coordination.
3. Practical computer experience within a Computerized Maintenance Work Management System. Infor-EAM preferred.
4. Membership or eligibility for membership in OACETT as C.E.T. or C. Tech is preferred.
5. Membership or willingness to pursue membership/certification in PEMAC as a Maintenance Management Professional (MMP).
6. Fundamental understanding of mechanical, electrical, instrumentation and industrial engineering principles, with higher than fundamental knowledge in at least one of these areas as they relate to such maintenance concepts as PM, PdM, RCM and TPM.
7. Solid knowledge of MRO, inventory control and categorization, procurement and purchasing procedures.
8. Demonstrated ability to read and interpret drawings and O&M manuals.
9. Demonstrated ability to work in a team environment.
10. Knowledge of the Occupational Health and Safety Act and its regulations.
11. Must be able to travel to various work locations in timely manner and efficient manner. Required to possess a Class "G" or better Driver's Licence valid in the province of Ontario and be able to maintain same.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.