ACCOUNTABILITIES:
The maintenance planner will be a self-starter with a desire to make continuous improvements to all maintenance tasks and other maintenance activities. Will be hands on, overseeing the activities of 25 union hourly personnel, scheduling the day-to-day maintenance, repair, or replacement of plant equipment to ensure manufacturing efficiency, quality, and safety, while supporting the policies, goals, and objectives of the company. Establishes, maintains, and improves the maintenance planning and scheduling flow process. Accountable for day-to-day detailed maintenance planning, repair/replacement of plant equipment, scheduling, cost estimating to maximize mechanical availability, while achieving budgeted targets in a safe, cost effective, and timely manner. Provide planning support for projects and major maintenance events in each respective area of the facility through planning techniques to effectively control maintenance activities and craft utilization.

ESSENTIAL FUNCTIONS:
1. Upholds safety, health, environmental procedures, communicates directly and supports the EHS department to ensure OSHA and EPA compliance at all times.
2. Maximize resources by identifying parts, materials, special tools, external services, rentals and documentation by establishing, maintaining and improving the maintenance planning and scheduling flow and process.
3. Develops full scope and extent of work needed, including cost and time required, to conduct the relevant repair, preventive, predictive, and improvement maintenance activities of the plant equipment, buildings, and grounds.
4. Prepares job plans for scheduling, detailing parts, materials, special tools, external services and documentation with planned costs. Job plans to include the sequencing of associated tasks, taking into account multicraft alignment.
5. Competent in root cause failure analysis to continuously improve the mechanical reliability of the plant.
6. Initiates and implements best practices in the chemical industry with an emphasis on planning/scheduling and preventive/predictive maintenance.
7. Ensures that all maintenance personnel understand the work instructions using a procedures-based maintenance strategy and best practices for all maintenance tasks.
8. Ensures maintenance personnel update and close each work order when completed.
9. Prepares reports, collects and analyzes data, and makes recommendations for improving plant operations and solving maintenance-related and operation-related problems.
10. Responsible for initiating the requisitioning process for all MRO materials and oversees storeroom to establish, maintain, improve, and optimize MRO inventory.
11. Maximizes equipment reliability and availability through effective use of planned maintenance to quickly return equipment to design capability and develops effective and applicable procedures to ensure defect-free quality maintenance work.
12. Maintains a Computerized Maintenance Management System for managing and tracking work orders, back log, spare parts, and maintenance history of plant equipment and makes recommendations on manpower allocation, levels, and overtime needs including the deployment of contractors as needed.
13. Reviews the operation of plant equipment and systems routinely to minimize unplanned downtime, anticipate and solve problems in a timely manner, and identify opportunities for improvement.
14. Provide trouble-shooting assistance to the mechanical, electrical, I&E and related functions.
15. Identifies current and future maintenance requirements and ensures two-way communications regularly by working closely with and establishing rapport with all maintenance personnel, EHS, operations, engineering, outside contractors, and other members of management to ensure coordination of maintenance and/or electrical activities whether planned or unplanned.
16. Collaborates with maintenance manager and operations supervision to schedule day-to-day manpower and resources for the most effective production and maintenance outcomes.
17. Ability to manage multiple priorities simultaneously and prioritize and plan work activities, using time efficiently.
18. Ability to develop realistic action plans to meet ever-changing demands or priorities.
19. Supports equipment upgrades, plant improvements, expansions, and installations by conferring and collaborating with maintenance manager, operations personnel, design engineers, and outside contractors in coordinating the activities of the maintenance crew.

20. Supports the maintenance manager in the development and implementation of planned shutdown and other continuous improvement projects.

21. Upholds programs and procedures required to ensure plant housekeeping.

22. Personally observes safety and security procedures, and uses equipment and materials properly.

23. Other duties as may be assigned.

**POSITION REQUIREMENTS:**

1. 5-7 years of relevant work experience in a skilled maintenance role required. Associates degree or BS Degree in a technical discipline preferred.

2. Requires experience in maintaining heavy industrial equipment, preferably in chemical plant maintenance or other mechanical background in heavy manufacturing.

3. Maintenance planning, scheduling, and supervisory experience a must.

4. Strong mechanical and some electrical expertise in troubleshooting and problem solving.

5. Computer skills are a must, with knowledge of MS Outlook, MS Word, MS Excel, and MS PowerPoint.

6. Knowledge of State/Federal EPA and OSHA compliance requirements.

7. Must have the ability to work effectively with computerized maintenance management system (CMMS) and instruct others on its operation.

8. Experience working in a union environment preferred; but not required.

9. Ability to accept and respond to changes and challenges in a positive manner.

10. Ability to work in a diverse team environment including interactions with technical staff, administrative staff, business team leaders, and contract personnel.

11. Ability to challenge the organization in a manner that maintains trust and respect.

12. Ability to effectively communicate both orally and in writing to present complex topics in a concise manner.

13. Ability to build partnerships across and between functional groups and lead a project team when necessary.

14. Demonstrated capability to analyze problems and provide accurate solutions.

15. Demonstrated skills in time management and managing multiple priorities.

16. Critical thinking skills and ability to constructively resolve conflicts.

17. High energy, resilience, bias for action, adaptability, and a passion for excellence.

18. Broad understanding of business issues, metrics, organizational linkages, and customer value.

19. Strong interpersonal skills, essential in dealing with people at all levels and in a variety of functions including technical staff, business team leaders, union personnel and be able to influence and motivate others to quickly achieve results.

20. Must be able to work extended hours, weekends as needed, especially when problems occur or when deadlines must be met.

21. Six Sigma and Lean training a plus.

22. Some travel will be required.

**WORKING ENVIRONMENT**

1. While performing the duties of this job, will regularly have potential exposure to hazardous chemicals, wet or humid conditions, outdoor weather, noisy, and a sometimes dusty environment.

**PHYSICAL REQUIREMENTS**

1. Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 80 pounds.

2. Must be able to climb ladders and examine work that may be conducted in high, precarious elevations.

**COMPETITIVE BENEFITS INCLUDING:**

Competitive salary commensurate to background experience, training and education. Medical, Prescription, Dental, Bonus, Matching 401(k), vacation, paid holidays.

Resumes with good work histories must include salary requirements and the type of manufactured goods or specialty products produced can be submitted on-line by emailing to resumes@doverchem.com, with Maintenance Planner in subject line. NO PHONE CALLS PLEASE – PRINCIPALS ONLY.