



### CAREER OPPORTUNITY / VACANCY

<b>Job Title</b>	<b>:</b>	<b>Maintenance Planner</b>
<b>Division</b>	<b>:</b>	<b>Maintenance</b>
<b>Department</b>	<b>:</b>	<b>Maintenance</b>
<b>Employment Type</b>	<b>:</b>	<b>Permanent Monthly paid position</b>

#### PURPOSE OF THIS POSITION

The incumbent will take complete administrative ownership of the HIPPO Computerised Maintenance Management System (CMMS) system, this means that all data to be entered into the system must be checked, ratified and captured onto HIPPO on a daily basis. This work will consist mainly of tracking job cards and planned maintenance schedules, updating their status and entering relevant feedback, downtime and costs into the system. Control of the documents supporting the maintenance processes and ensuring that accurate data is uploaded to the HIPPO system is the base function of this position. Gathering additional information with respect to spares, purchase orders and costs to enhance the quality of information and reports generated for the maintenance department are essential requirements.

Producing downtime and cost reports as determined by the Maintenance Manager will be regular daily, weekly and/or monthly tasks. Custodian of the MOC process. Ensuring that RCA's are completed on major issues.

Drawing reports from the HIPPO system and providing information to the maintenance department for RCA sessions and monthly maintenance meetings are minimum expectations. Allocating schedules and balancing workloads for the artisans as well as pulling job cards and schedules forward play part of the planning function. The second part of the planning function is to develop shut plans for the different factories in conjunction with the maintenance and production departments.



### **CMMS System Performance:**

- Data capturing of all relevant data and information as required.
- Develop and distribute reports.
- Daily system updates.
- Ensure relevant feedback is captured onto the CMMS system.

### **Stock Control:**

- Ordering of spares and parts as required.
- Inventory control.
- Submit monthly stock reports and/or as requested.

### **Planning:**

- Provide relevant/required information for development of shut-down and maintenance plans.
- Communicate with production to schedule shut-down periods.
- Compile a list of work that needs to be carried out during shut-downs.
- Schedule, provide information, keep records and minutes and actively participate in shut-down post mortems.

### **Reports:**

- Custodian of all reports and metrics from the CMMS System.
- Provide information to the maintenance departments with respect to repeat failures and MTBF.
- Ad hoc reporting and information as required/requested.

### **Scheduling:**

- Develop Preventative Maintenance schedules for all assets and keep PM up to date.
- Review schedules in conjunction with relevant maintenance and production personnel on an ongoing basis
- Develop and present condition monitoring regimes.



### EDUCATIONAL REQUIREMENTS

- Minimum: Matric (Typing as subject would be advantageous) and a computer or technical diploma.
- N3 Electrical or Mechanical.
- Ideal: Worked as a data capture/engineering planner.

### REQUIREMENTS - EXPERIENCE

- Computer literate (moderate to advance)
- Sound knowledge of a maintenance department.
- Good communication skills.
- Reasonable technical knowledge regarding typical maintenance tasks.
- Excellent planning and organizing skills
- Experience in a manufacturing environment would be advantageous
- Strong attention to detail skills
- Knowledge of the relevant legislation regarding Health and Safety requirements would be advantageous
- Good knowledge of costs and inventory control
- Typing proficiency will be prerequisite
- Advanced MS Office knowledge is essential; MS Project and SAGE would be beneficial, exposure to CMMS will be extremely beneficial.

### ADDITIONAL REQUIREMENTS

- Ability to work under pressure and to maintain required standards
- Willingness to work after hours as and when required
- Accuracy and data integrity are non-negotiable
- Normal day shift working hours

### APPLICATION FOR THIS POSITION

- Your CV must please be submitted to **Shamiek Narrandes** via e-mail: [careers@upap.co.za](mailto:careers@upap.co.za)
- Salary: **Market-Related**
- Open for all candidates who meet the minimum criteria.