

<b>JOB TITLE</b>	<b>Maintenance Planner</b>
<b>COMPANY</b>	UPP
<b>DEPARTMENT</b>	Maintenance
<b>PURPOSE OF THIS POSITION</b>	
<p>To ensure that the Asset Care module of the Shopware CMMS system is adequately populated with all relevant information, including but not limited to: Standard Maintenance Procedures, Preventative Maintenance schedules, Manuals and Drawings. This includes the compilation of such documents and materials in conjunction with the relevant subject matter experts on site or at the OEMs. The objective is to ensure that the system adds the maximum possible value and is as simple as possible for operators and Artisans to use. The role shall ensure that maintenance shut planning is correctly executed and optimised to provide seamless tracking of works. The role incorporates the planning, scheduling and analysis of maintenance activities and monitoring, analysis and reporting on conformance to standards set, through constant interaction and follow up with the maintenance employees in support of the Engineering Managers objectives. To understand &amp; utilise the maintenance stores &amp; how it ties into the planned maintenance structure.</p>	
<b>JOB TASKS &amp; RESPONSIBILITIES</b>	
<p><b>Productivity</b></p> <ul style="list-style-type: none"> <li>- To ensure that information compiled is relevant and accurate</li> <li>- To ensure that the maintenance system performs at its optimum level</li> <li>- To ensure that all users are adequately trained and competent in the use of the CMMS.</li> <li>- To ensure that the CMMS provides the most cost-effective means of integration between Operations and Engineering</li> <li>- To ensure that maintenance planning for PM works is effectively executed.</li> <li>- To compile full weekly, monthly and annual shut plans for all factories. Ensure that spares &amp; external service are organised before.</li> <li>- To liaise with the maintenance stores to ensure the right parts are available for maintenance jobs when needed.</li> <li>- Send weekly maintenance reports</li> <li>- Coordination of RCA sessions to eliminate breakdowns that are caused by the lack of maintenance.</li> <li>- Development of Standard maintenance Procedure</li> </ul> <p><b>Quality</b></p> <ul style="list-style-type: none"> <li>- To ensure that all machines and equipment are in good working order to prevent quality defects through the CMMS.</li> <li>- To ensure that workmanship is of a high calibre preventing rework and unnecessary downtime.</li> <li>- Keep track of maintenance record for auditing purposes.</li> </ul>	<p><b>Safety</b></p> <ul style="list-style-type: none"> <li>- To comply in all respects with government legislation.</li> <li>- To ensure relevant procedures are drawn up, implemented and maintained.</li> <li>- To actively participate in the operations safety programme.</li> <li>- To stay abreast of all relevant legislation.</li> <li>- To ensure a zero-injury rate is achieved.</li> <li>- To ensure the integrity of all safety devices on all machines and equipment.</li> <li>- To ensure that all installation work undertaken must meet accepted standards and to always comply with the OSH Act.</li> <li>- To identify and report potential risks or issues concerning machines, equipment or personnel that could lead to financial or operational damage.</li> <li>- To ensure keep track &amp; keep records of all the legal tests &amp; checks &amp; maintain compliance.</li> <li>- To ensure that legal compliance schedules are actioned on time &amp; records are kept.</li> </ul>

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

- Sound technical knowledge
- Ability to influence others to obtain maximum buy-in to the use of the CMMS systems.
- Shopware knowledge is advantageous.
- Sound computer literacy
- Be able to work well under stress and high pressure.
- Exhibit exceptional trouble shooting, fault finding and problem-solving skills.
- Ability to take responsibility, ownership, and accountability.
- Ability to work independently.
- Microsoft Projects knowledge will be beneficial.

**MINIMUM REQUIREMENTS**

1. National Diploma in Mechanical or Electrical Engineering / Trade tested Millwright / Electrician / Fitter
2. Minimum 4 years' experience as a maintenance planner.
3. Understands the function of the engineering stores.
4. CMMS experience

**APPLICATION**

- Submit your CV to **Shamiek Narrandes** at [snarrandes@upap.co.za](mailto:snarrandes@upap.co.za)
- **Proof of qualifications must accompany the application.**