

Job Specification & Description – Maintenance Planner

1. JOB TITLE:	Maintenance Planner
2. DEPARTMENT:	Administration
3. LOCATION:	Flat 15, Exhibition Site Sophia
4. CLASSIFICATION:	
5. SALARY SCALE:	BS 13
6. EMPLOYMENT TYPE:	Full-Time Permanent
7. FUNCTIONAL CONTACTS (internal & external)	All Departments, All Stakeholders
8. REPORTS TO	Head, Administration
9. JD APPROVED	

10. JOB PURPOSE SUMMARY

The Maintenance Planner is responsible for carrying out scheduled maintenance in a way that minimizes downtime and impacts the day-to-day activities of the Facilities. The Maintenance Planner should possess the technical skills to aid in the estimation of time needed complete maintenance and ensure continuity of work.

11. FINAL OUTPUT

- Plan and schedule preventive maintenance activities.
- Ensure that stock level is maintained for Spares.
- Ensure that an inventory of all equipment are maintained.
- Develop a maintenance schedule for all equipment including safety equipment and vehicles.
- Ensure all equipment are serviced in accordance with schedule.
- Vehicles are serviced and maintained.
- Vehicles are safely secured.
- Inventory of tools and equipment maintained.
- Budget for servicing and repairs of equipment.

12. KEY PERFORMANCE INDICATORS

- A well-functioning facility.
- Updated Maintenance Schedule for all Equipment including Safety equipment and vehicles.
- A well-maintained inventory of parts and spares.
- Maintenance records for all equipment.

13. JOB DUTIES AND RESPONSIBILITIES

- Execute maintenance and upkeep activities for all facilities according to schedules.
- Upkeep of equipment to ensure functionality and safe operation.
- Inspect buildings' structures to determine the need for repairs or renovations.
- Collaborate with Departments to schedule maintenance.
- Develop maintenance checklist.
- Monitor equipment and identify areas for improvement.
- Regularly review and update maintenance programs to ensure effectiveness.
- Inspect all Company vehicles according to schedule.
- Control storage and distribution of all company tools and equipment.
- Repairing and replacing wiring and equipment.
- Identifying electrical problems and fixing them.
- Maintaining records for all maintenance and other work.
- Implement and maintain a Building Management System.
- **Any other duty that may be assigned from time to time by any duly authorised Officer.**

14. MINIMUM REQUIREMENTS

- A Degree in Civil/Electrical Engineering with at least two (2) years' experience.
- Working knowledge of maintaining a facility.

15. SPECIFIC KNOWLEDGE & SKILLS REQUIRED

- Engineering skills.
- Competent in Electrical installation.
- Basic mechanical skills.
- Good interpersonal skills.
- Attention to schedules and priorities.

16. VALUES AND ATTRIBUTES

- Reliability, honesty and trustworthiness.
- Temperate and disciplined.
- Respectful, accountable, efficient.

17. SPECIAL CONDITIONS OF THE JOB

- May be required to work during the lunch interval and on weekends to support the Technical Departments.
- Must be prepared to travel outside of Georgetown to other branches of GNBS.
- Numerous high priority and business critical deadlines.
- Full-time position Monday to Thursday with hours of work 08:00h to 16:30h and Friday 08:00h – 15:30h.
- Required to work beyond normal working hours/days to meet deadlines and deliverables.
- The position is transferable.