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Job Details

Maintenance Planner

Job ID: J0112-0841
Category: Engineering
Location: Ottawa
City / Province: Ottawa, Ontario
Employment Type: Permanent, Full-time
Working hours: 37.5
Job Closing Date: 17/03/2012
(dd/mm/yyyy)
Language Requirement: Various Linguistic Profiles
of English positions: 1
of French positions: 0
of Bilingual positions: 1

If your industrial maintenance background is enhanced by attention to detail, initiative and knowledge of preventive maintenance principles and machine safety requirements, consider a fast-moving career with Canada Post. Reporting to the Manager of Maintenance and Equipment Performance, you will develop the appropriate maintenance strategies to be used to ensure cost-effective life cycle management and performance of equipment. This involves developing long-term maintenance plans that include major overhauls, refurbishment, and major inspections having a frequency of over one year as well as the development of maintenance job plans for frequencies less than one year. Job plans will identify all necessary parts, equipment, permits, authorizations and instructions to perform the work and contain the necessary detail to do the work safely and defect-free. As a Maintenance Planner, you will liaise frequently with Reliability Engineers, Maintenance Engineers, Subject Matter Experts and Schedulers to continuously improve the maintenance plan.

The successful candidate will:

- Establish maintenance policy for all equipment, identifying who maintains the equipment, repair and replace policies, vendor contracts required and support mechanism.
- Establish long-term maintenance plans spanning the lifecycle of the asset, including major overhauls, refurbishment, and major inspections having a frequency of more than one year.
- Develop maintenance job plans focusing on a rolling one year using UBM, FBM, CBM and other maintenance strategies as appropriate.
- Write maintenance job plans and procedures that promote safety, efficiency and defect-free work quality, including job plans that identify all necessary parts, equipment, permits, authorizations and instructions to perform the work.
- Develop cost and time estimates of planned maintenance work.
- Develop standards for repetitive jobs.
- Maintain CMMS Master Data (Equipment Hierarchy, Priority fields, and Equipment Tombstone data).
- Liaise with Reliability Engineers and Schedulers to make adjustments to plan.
- Review maintenance and installation plans for new, upgraded and modified equipment.

Job requirements (Education and Work experience):

- Degree in Mechanical or Electrical Engineering, or qualifications as a Certified Mechanical, Electrical or Electronic Technologist, or a recognized trade such as millwright, electrician, machinist, etc.
- Accreditation, or eligibility for accreditation, as a member of an applicable professional association such as a P.Eng. or CET, or a Trade/Technology certificate.
- A minimum of 3 years of experience in an industrial maintenance setting in an industry such as the food and beverage, automotive, natural resources or similar production environment.
- At least 2 years of experience in a maintenance planning role is preferred; experience as a lead hand, foreman or supervisor in a maintenance department may also be considered.

Canada Post offers:

- A total compensation package
- Competitive salary
 - Annual incentive program
 - Comprehensive individual and family benefits coverage
 - Vacation and leave options

- Defined Benefit component of the Canada Post Registered Pension Plan

A strong community of employees

- Our employees drive innovation and ensure that our business continues to evolve to meet our customers' changing needs

The satisfaction of a job well done

- You'll be part of a winning team that touches the lives of millions

Additional Skills:

- Electrical Engineering
- Engineering
- Equipment Maintenance
- Maintenance & Repair
- Mechanical Engineering
- Mechanical Skills
- Technical

Careers that deliver:

Discover an exciting career with unlimited potential at Canada Post. Recognised as one of Canada's Top 50 Corporate Citizens, the Most Iconic Brand and the most trusted public institution, we offer one of the most dynamic workplaces in the country. As one of Canada's 100 Top Employers for four years in a row (2007, 2008, 2009 and 2010) we're committed to attracting, retaining and developing a winning team to realize our vision of becoming a world leader.

Canada Post is committed to achieving a diverse workforce that mirrors the Canadian labour force. As a result, candidates from the four Equity groups (women, Aboriginal peoples, members of visible minorities and persons with disabilities) are encouraged to self-identify.

If you are contacted by Canada Post regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.

Persons with a disability preventing them from applying on-line should contact our help-line at 1-877-427-7717.

The Conflict of Interest Policy prohibits employees from hiring, supervising or reporting to, directly or indirectly via the reporting hierarchy, their immediate family or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the designated Human Resources representative.

Important Messages:

We thank all those who apply. Only those selected for further consideration will be contacted.

Conditions of Employment

Reliability and Security: Various levels depending on position - minimum Enhanced Reliability

Candidates must maintain a valid reliability / security clearance throughout the duration of employment.

For this selection process, we may find that email is the most efficient way to communicate with you. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required. Candidates who apply to selection processes should include an email address that accepts email from unknown users (some email systems block these types of email). Also, please check your email everyday as we may be inviting you to attend an interview or write a test for this job and we will be expecting a quick reply from you. If you are not able to access your email for a period of time (i.e. Vacation) failure to respond will indicate to our recruiters that you are no longer interested in being considered for the job opportunity and therefore, you will be removed from the competition process.

The screening board cannot make assumptions about your education and experience.

Candidates must clearly demonstrate IN THEIR COVER LETTER/RESUME how they meet the education and experience factors listed in the qualifications. Failure to provide this information will result in your application being rejected.

Your résumé must clearly demonstrate how you meet the requirements.

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