



May 8, 2018



## MANAGER – MAINTENANCE & WORKFLOW

### PRIMARY FUNCTION

The primary responsibility of the Manager, Maintenance & Workflow is to oversee the activities of Maintenance engineering, planning, scheduling and coordination to ensure optimal allocation of resources based on plant-wide customer priorities and safety practices. The Manager, Maintenance & Workflow will assume coordinator responsibilities as workload requires. They will also ensure plant preventative and predictive maintenance activities are planned, coordinated and executed safely, efficiently and in a cost-effective manner through reduction of waste and improvements in equipment availability. In addition, they will monitor 7-day week availability to provide customers with necessary coordination resources in support of Maintenance service requirements to Operations. Ensure both equipment down-time is minimized and production throughput and quality is optimized by identifying maintenance work opportunity windows in consultation with General Foreman - Trades, and counterparts in the Operations Department. The position is also responsible to oversee and provide guidance to Maintenance Engineers on construction work packages and on projects requiring outside contractors. The Manager, Maintenance & Workflow, is responsible for integrity and reliability of maintenance processes and systems at CRC.

### DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Responsible for work intake, planning, prioritization, scheduling, and execution, as well as identifying and executing efficiencies.
- Ensure maintenance workflow group is effective in managing equipment risk by leveraging corrective maintenance and preventative maintenance tasks.
- Using the CMMS, build/manage schedules to ensure job plans are accurate. In addition, develop processes to standardize daily work plans, and reduce coordinator backlog and break in work.
- Accountable for managing mid-range forecasting for maintenance costs and the building maintenance budget, including assessing scheduled work and gathering input from both direct reports and peers.
- Oversee and provide leadership/guidance on Construction Work Packages (CWP's).
- Provides oversight in the planning of maintenance projects.
- Oversees and provides mentorship to Maintenance Engineers on projects requiring outside contractors.
- Drive the continuous improvement of maintenance systems through the establishment of performance objectives, monitoring execution of direct reports, and sharing of best practices
- Leads the development implementation, and evaluation of highly complex work processes that contribute to the overall reliability and integrity of maintenance systems
- Provides leadership and direction to direct reports ensuring organizational goals are achieved.
- Conducts analysis of key performance indicators and trends for the improvement of the overall plant maintenance effectiveness in terms of cost, reliability and equipment up time.

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## QUALIFICATIONS

Qualifications include a Bachelor's degree in Engineering, coupled with 12+ years of progressive experience in maintenance, plant/process engineering, and/or an applicable industrial trade with exposure to planning and scheduling. This also includes 3+ years of leadership experience. Membership in the Association of Professional Engineers and Geoscientists of Saskatchewan (APEGGS) as a Professional Engineer is required.

Maintenance Management Profession (MMP) or Certified Maintenance & Reliability Professional (CMRP) designation would be considered an asset.

Qualified applicants who are interested in this opportunity can apply online at [www.co-oprefinery.ca](http://www.co-oprefinery.ca) by **May 18, 2018**.

We would like to thank all applicants for their interest, but advise that only those selected for an interview will be contacted.