

Buffalo Pound Water Treatment Plant

Maintenance Planner and Inventory Control Coordinator

Job Summary

The Maintenance Planner & Inventory Control Coordinator, reporting to the Maintenance and Engineering Manager, is responsible for maintenance planning, scheduling and inventory control functions as well as maintaining accurate information in the computerized maintenance management system (CMMS) at the Buffalo Pound Water Treatment Plant (BPWTP). Working with the Maintenance Foreman, this position will plan and schedule maintenance activities and be proficient with manpower and resource levelling. As the plant matures in its asset management practices, this role will evolve significantly over the next 5 years and the duties may change from time to time

Responsibilities

- Work with the Maintenance Foreman to develop maintenance business processes and plan and schedule maintenance work.
- Maintain CMMS system; ensure all equipment has appropriate preventative maintenance plans in place and continually update them based on the feedback
- Ensures the necessary supplies, equipment and materials are available for operations and scheduled maintenance activities using appropriate purchasing and inventory control methodologies
- Research industry standards and best practices to write, implement, maintain and update purchasing and inventory control policies, processes and standard operating procedures (SOPs).
- Receive, store and disburse supplies, equipment and materials through the CMMS. Establish appropriate minimum/maximum quantities for supplies and materials kept on-site.
- Add, maintain and update information in the CMMS including but not limited to:
 - Bills of Material;
 - Maintain and build asset history;
 - Update Maintenance Master Data;
 - Purchasing and Contract specifications;
 - Appropriate naming and coding of purchased and received equipment, supplies and materials;
 - Storage location;
 - Quantities on hand for supplies, equipment and materials;
 - On-site disbursements;
 - Purchased/back-ordered/in-transit materials and supplies
- Provide directions to employees assigned to assist in inventory control activities
- Hold all employees, as well as himself, responsible to follow the policies and SOPs.
- Generate regular and ad hoc reports to assist in decision making and determination of areas of improvement.
- Identify trends, patterns and areas of concern for effective and efficient decision-making within his area of responsibility.

Qualifications

- Post-secondary mechanical or electrical education and/or Maintenance Management Professional Designation
- Significant work experience in maintenance planning and scheduling functions and warehouse functions
- Experience managing vendors and contracts;
- Experience developing and applying purchasing and inventory management policies and processes;
- Computer software proficiency in databases, word processing, spreadsheets and communication, as well as CMMS.
- An equivalent combination of education and experience may be considered.

If you are interested in applying for the position of Maintenance Planner and Inventory Control Coordinator, Submit your resume and cover letter to the attention of the Maintenance & Engineering Manager to postings@buffalopoundwtp.ca no later than **Monday, April 23 , 2018**.