

Position Description

Job Title: Maintenance Planner / Scheduler

Department/Program: AOR

Reporting To: Maintenance Planning Manager

Location: Garden Island, WA

Level/Salary Range: TBA

Level: Staff

SUMMARY OF POSITION

The Maintenance Planner Scheduler is responsible for developing, managing, scheduling, execution, completion and reporting of the AOR maintenance packages.

DUTIES AND RESPONSIBILITIES

- Primary role is to be key person responsible for planning and schedule External Maintenance Period and Dockings for Ship 02 in accordance with the Maintenance Management Plan
- Secondary role is to support as required key person responsible for planning and schedule External Maintenance Period Docking for Ship 01 or 02 in accordance with the Maintenance Management Plan
- To assist as direct by the Maintenance Planning Manager
- To assist as direct by the Support Service Manager WA
- Integrate, Analyse, update and schedule work within the companies Computer Maintenance Management System (CMMS).
- Develop the Annual Work Plan and Annual Work Schedule for presentation for the Annual Maintenance Conference
- Review CMMS forecast and develop the work packages for the next Schedule maintenance activity.
- Schedule activities in accordance with Fleet availability and the Usage Upkeep Cycle.
- Develop scope of work package for survey and quote activities.
- Collate, plan and implement work packages as identified for a maintenance availability period.
- Support team member in developing good cost effective work package as required.
- Schedule planning activities in accordance with AORSPO requirements.
- Develop, manage and advise on the maintenance availability schedule Critical Path due the execution phase of the AOR Schedule.
- Improve work force productivity and quality by anticipating, advising and eliminating potential delays.
- Develop purchase requisition within the business financial system.
- Be the scheduling liaison for Ship Manager, stakeholders, Support Services Manager WA (SSMWA) and Maintenance Planning Manager (MPM).
- Support the MPM in work closeout in the CMMS and reporting MA results.

QUALIFICATIONS AND POSITION REQUIREMENTS

- Technical Background in Planning and Scheduling
- Proven skills and experience in complex Work Package development and Plan Scheduling
- Minimum 3 years' experience in trade work planning activities. Marine industry preferred.
- Strong Computer Maintenance Management System software experience.
- Excellent project management skills.
- Very strong interpersonal skills.
- Demonstrated ability to operate autonomously using initiative, sound reasoning, listening and decision making skills.
- Demonstrated ability to deliver results in a high-pressure environment.
- Ability to communicate effectively and build positive relationships at all levels of the business and clients.
- Strong written and verbal skills

COMPETENCIES

Technical:

- Demonstrated knowledge of planning and scheduling within technical maintenance management program.
- Demonstrated knowledge of MS Project
- Experience using the capacity planning within scheduling tool
- Develop and deliver technical documentation affecting the CMMS
- Working knowledge of business acumen.

Management:

- Ability to work independently and communicate with stakeholders

Behavioral:

- Demonstrate behaviours that promote positive team morale
- Demonstrate Navantia values at all times and encourage others to do so
- Develop relationships based on trust and support

Leadership:

- Lead change with energy and enthusiasm

Security:

- Ability to gain Baseline Security Clearance as a minimum

Pre-employment Medical / Background Checks

- Reference Checks, Employment Verification Check, AFP Police Check, Qualification Check

APPROVED

Approved by: Managing Director - Alfonso Garcia Valdes	Signature / Date:
Approved by: Human Resources - James Cowie	Signature / Date: