



## JOB POSTING

<b>Position Title:</b>	Maintenance Planner	<b>Facility:</b>	RISEC
<b>Department:</b>	Maintenance	<b>Location:</b>	Johnston, RI
<b>Reports to:</b>	Maintenance Manager	<b>Date:</b>	07/17/2020

**Position Summary:** The Maintenance Planner is responsible for maintenance and engineering support functions and performing/managing plant betterment projects. This includes planned overhaul project planning and execution, vendor and contractor oversight, as well as subject matter expert for plant maintenance computer programs. The Maintenance Planner also manages the maintenance personnel at the facility, in the absence of the Maintenance Manager, provides technical support for plant and process improvements, and coordinates with corporate engineering. Lastly, the Maintenance planner will be responsible for service contract purchasing this includes request for proposal and contract issuance. The Maintenance planner time will be spent as follows; purchasing, pre-outage planning, daily work order planning, outage contract supervision, and post outage feedback.

### Principal Job Duties and Responsibilities:

1. Perform and evaluate plant specific functions related to predictive and preventative maintenance, availability improvements, and the cost of production:
  - A. Coordinate and conduct performance, functional, and surveillance testing of plant systems and components. Compare data with established standards, and interpret data with respect to component wear, malfunction, and necessity for repair or replacement. Continually attempt to improve all plant equipment performance.
  - B. Utilize tools and analysis techniques to identify developing equipment issues that might cause future forced outages.
  - C. Provide assistance in the development of preventative maintenance and scheduled maintenance activities.
  - D. Provide planning of outages for all disciplines both mechanical and electrical as well as long term planning.
  - E. Evaluate equipment failures and assist with Root Cause Analysis to prevent reoccurrence.
  - F. Working closely with the Operations Manager to track facility service hours, equivalent starts and other operating parameters to regularly update Major Maintenance Inspection schedules for combustion turbines. Update Major Maintenance expense projections for inspections and overhauls. Track component repairs and schedules to ensure availability of replacement or refurbished parts.

2. In the absence of the Maintenance Manager, directs the activities of personnel assigned to the Maintenance Department to ensure that generating requirements and plant efficiency are maintained, and that local, state and federal safety and operational environmental standards are met. Ensures that facility work tickets are completed and closed out using the CMMS.
3. Assist General Manager and Maintenance Manager in developing annual maintenance budgets.
4. Responsible for the site CMMS (Computerized Maintenance Management System). Proficiently utilize CMMS to schedule work, prioritize work orders, maintain inventory, and procure parts and materials.
5. Provide coaching, training, and development opportunities for the maintenance team to ensure appropriate skill sets are maintained and personnel are qualified for the activities with which they are being asked to perform.
6. Assist in the investigation of plant problems, incidents, accidents, and unusual events, and provide analyses, recommendations, reports, and appropriate follow-up plans.
7. As assigned, conduct inspections of boilers, pressure vessels, turbine, generator, and auxiliary equipment during forced and annual outages.
8. Provide technical support in preparation of specifications, evaluation of bid proposals, and monitoring contractor work to assure contract compliance. Oversight of contractors during outages to ensure proper QA/QC procedures are followed during execution of the work
9. Assignments will involve coordination with Corporate Engineering, external contact with maintenance and engineering firms to discuss field changes, manufacturer sales representatives and service personnel and vendors to discuss new or modifications to existing equipment, resolve problems and exchange information. Has frequent internal contact with various plant personnel including shift supervisors, technicians and plant operations and maintenance personnel, to resolve problems, provide technical support and exchange information.
10. Managing and request for proposals, evaluating bids, and awarding contracts in compliance with Sarbanes Oxley Act
11. Managing and updating work packages and data base
12. Managing and maintaining equipment reports and data base

### **Additional Requirements**

- Must have a valid driver's license
- Occasional overnight travel is required
- Must be physically able to transit plant facilities and stairways
- Must be able to work in a standard office environment and operate a computer and other office equipment
- Strong Time management skills self-directed deadlines
- Strong organization skills
- Work experience with Maximo, People soft or Sap (Advanced User level)
- Familiar with Microsoft excel, Word, and Power point
- Past Experience with Microsoft work Macro Templates and technical writing course
- Past Experience working in a team environment

**Job Qualifications**

Bachelor of Science degree in engineering or equivalent experience preferred. 10+ years of power plant or similar experience required. At least 5 years' experience supervising technical, supervisory and administrative personnel required. Strong leadership and motivational skills required.

Qualified candidates should send their resumes to [Careers@coentrix.com](mailto:Careers@coentrix.com).