



# JOIN THE TEAM!

*Conestoga Meat Packers located in Breslau, Ontario is a vertically integrated processor of premium quality, fresh pork.*

## **Maintenance Planner - \$25 - \$30 per hour**

The Maintenance Planner is responsible for providing support to the Maintenance department by planning and scheduling repairs and maintenance activities to ensure a productive workforce with minimal downtime, while maintaining a safe working environment. The Maintenance Planner is also responsible for order planning and purchasing as well as budgeting.

### **Duties and Responsibilities:**

- Manage Preventative Maintenance program (Micromain)
- Fulfill all health and safety, CFIA, HACCP, and BRC audit requirements; ensure documents associated accurate and up to date
- Ensure equipment certification calibration schedule is in compliance
- Participate in purchasing aspects of projects
- Review budgetary information
- Assist with developing annual Maintenance budget
- Daily communication with the Maintenance Inventory Control person
- Adjust work methods and procedures to meet production schedules using knowledge and capacity of machines, equipment, and personnel
- Handle all incoming maintenance deliveries including matching purchase orders and quantities, parts discrepancies, and distribution of orders

### **Manage CMMS (Micromain):**

- Review daily work orders
- Prepare weekend work schedule
- Review and help manage work order back log
- Provide monthly reports on down time and status on time of submittal of work orders to time of completion (work order compliance)
- Analyze and identify trends using downtime information to plan execution of preventive maintenance program
- Assign preventative maintenance tasks to members of the maintenance team as required
- Maintain Micromain work orders; including input of new requests, assigning, and closing out of completed work orders
- Assist with optimizing work schedules

### **Qualifications/Requirements:**

- High school completion
- Technical background preferably in mechanical or maintenance fields
- Proficient in basic Microsoft Office programs and Computerized Maintenance Management System (CMMS)
- Strong organizational and time management skills
- Ability to work in a team based environment
- Well-developed problem solving, decision making, planning, and leadership skills
- Ability to read machine manuals; including interpreting technical instructions in either diagram or instruction form with abstract or concrete variables
- 3-5 years of experience working in a Maintenance department
- Excellent communication and interpersonal skills

**Working Location:** 313 Menno St, Breslau, Ontario, NOB 1M0.

No public transportation available, transportation assistance may be available.

**Please upload/send your resume in confidence to <http://conestogameats.com> or fax to:**

**(519-648-3421)**