**Job Description**

The Production Maintenance Planner has responsibility to contribute to the provision of an effective and efficient maintenance function through the planning and scheduling of maintenance, production and engineering tasks. The role also has direct responsibility for procurement and stock control procedures at a given facility.

* Direct responsibility for ensuring that the planning and scheduling of all planned/preventative maintenance activities and the rectification of plant defects are effectively and efficiently planned/ scheduled in line with plant asset criticality and priority. Ensuring effective local maintenance resource allocation.
* Implementation of the CMMS and ensure that information and data in relation to all maintenance activities are efficiently stored and archived in conjunction with computerised maintenance management systems, plant electronic filing and paper documentation systems.
* The compilation of maintenance reports in relation to procurement and maintenance KPI`s. Reporting local KPI performance for the facility.
* Conduct shutdown planning activities in conjunction with Maintenance Manager. Monitor report and advise on shutdown progress during outage periods.
* Planning, scheduling and monitoring of Operational planned activities in line with the maintenance plan and in conjunction with the Senior Production Manager.
* Provide BOM’s (bill of materials) for routine & shutdown maintenance activities
* Chair the weekly plant planning meeting. Develop and implement maintenance work practices and procedures.
* Undertake ad hoc tasks that may be required from time to time in support of plant operations.
* Assist with the drafting of Maintenance Risk Assessments and Safe Working procedures as needed and ensure findings are followed.

**Key responsibilities**

**Purpose**

|  |  |
| --- | --- |
| **Position title** | Production Maintenance Planner |
| **Date** | 8 July 2025 |
| **Line manager title** | Production Maintenance Manager |
| **Grade** | 11 |

* Direct responsibility for site purchasing, stock management and control whilst ensuring efficient levels of stock are being maintained and accurate receipting of all goods into stock, including verification of delivery notes and updating of live stock system.
* Carry out review and establish critical spares holding for the Plant.
* Implement inventory control for the storeroom.
* Ensure that key departments are notified of any pending stock shortages or associated issues.
* Ensure that all plant maintenance statutory and legislative requirements are met with all associated documentation archived in conjunction with plant filing systems (i.e. pressure vessels, lifting equipment etc).
* Monitoring, reporting and auditing of contractor activities and performance
* Promote a safety conscious attitude toward plant operation through good operational practice by ensuring all maintenance activities are conducted in compliance with environmental, operation and maintenance requirements. Cultivate a supportive and safe work practice of SUEZ and contract personnel.
* Ensure safe work practice of SUEZ and contract personnel.
* Provide general procurement support for the maintenance function and monitor R&M expenditure.
* Scheduling of local annual shutdown maintenance expenditure of <= £50k
* Scheduling of annual routine maintenance expenditure <= £75k
* Actively participate in negotiations with key supplier contracts, and control of the Contract Service at the location.
* Compilation distribution and communication of short, medium and long term maintenance plans

**Key responsibilities** [cont’d]

* Supervisory experience would be beneficial, with experience of communicating with people at all levels.
* Experience working in a regulated business environment.
* Exceptional IT proficiency, particularly in Microsoft Office Suite, with advanced skills in Excel for data analysis and reporting
* Experience in using computer maintenance management systems (CMMS)
* Excellent organisational and time management skills with the ability to manage multiple priorities, complex schedules, and large volumes of data.
* Experience in coordinating external contractors and service providers.

Actively embraces the global SUEZ Leadership Behaviours and Group Values by demonstrating:

* **Shape the Future:** Put our client at the centre of our actions, Design an actionable vision, Make sustainability a key differentiator, Dare to innovate and drive continuous improvement.
* **Make it Happen:** Dare to drive change, be exemplary to aim for success.
* **Collaborate to Elevate:** Always lead in the Groups best interests, Foster Transparency & Networks
* **Unleash the talent of your People;** Trust & delegate, Allow each person to grow, Care for yourself & others.
* **Team Spirit**: Together, we work, we collaborate, we problem solve, we support, we encourage and we celebrate.
* **Respect:** We care, we can be our authentic selves, we’re compassionate, we’re ethical and we’re honest. We act to keep everyone safe and well.
* **Commitment to the Environment:** We preserve, restore and protect our planet. We act to reduce, reuse, recycle and recover resources.
* **Customer Focus:** We’re dedicated, focused and creative. We innovate, we advocate and we collaborate with our customers for the environment.
* **Continuous Improvement:** **Demonstrate a proactive and collaborative approach to identify and implement opportunities which continually improve business processes, quality and overall performance.**

**Behaviours**

**Skills**

sssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssss

* A suitable health and safety qualification (IOSH Managing Safely or NEBOSH)
* Formal qualification in Engineering, Maintenance, or a related technical discipline would be beneficial but is not essential (e.g., NVQ Level 3, BTEC, HNC/HND). Full training will be given for the right candidate.

**Qualifications**

* Exceptional communication and interpersonal skills to effectively liaise with production teams, maintenance technicians, supervisors, contractors, and suppliers.
* Experience of working in a manufacturing or engineering environment, with mobile plant knowledge would be advantageous.

**Specific candidate requirements**

* Self-driven and innovative, experience of consistently challenging the status quo to drive progress and identify novel solutions
* An appreciation of inventory and stock control systems
* Experience with continuous improvement methodologies (e.g., Lean, Six Sigma) would be beneficial

**Knowledge**

**Please note:** The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.