Dairy Maintenance Planner

Engineering and maintenance

Job title	Dairy Maintenance Planner
Department	Engineering and maintenance
Reports to	Engineering Manager
Direct reports	None
Location	*[To be confirmed by the employer]*
Contract type	*[Permanent / fixed-term / other]*
Salary and benefits	*[To be confirmed by the employer]*

Job purpose

Builds and keeps the planned preventive maintenance schedule in the computerised maintenance management system (CMMS) for a dairy site. Agrees the weekly plan with production around CIP and production windows, raises work orders with the right parts, permits and skills, and keeps statutory inspections, the backlog and asset records on track.

Key responsibilities

Planning and scheduling

- Build and keep the planned preventive maintenance (PPM) schedule in the CMMS for process plant, utilities, services and buildings
- Agree the weekly maintenance plan with production, fitting work around CIP and production windows
- Plan shutdowns and contractor visits so the right people, parts and permits are ready on the day
- Review the backlog each week, agree priorities with the Engineering Manager and plan the work in
- Keep statutory inspection dates on the schedule and make sure they are booked and done on time
- Level the workload across the maintenance team so planned work gets done without constant rescheduling

Work orders, parts and stores

- Raise and check work orders so each one has a clear scope, the right trade, estimated hours and any permits needed
- Make sure parts and materials are identified, ordered and kitted before a job is planned in
- Work with stores to keep critical spares in stock and bills of materials up to date
- Check stores accuracy and chase parts that are late, missing or wrong
- Identify the permits to work, isolations and hygiene clearances each job needs and plan them in with production and the safety team before work starts
- Check that technicians close out completed work orders with hours, parts used and a clear note of what was found and done

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Records, data and reporting

- Feed job history, failure data and repeat faults to the Reliability Engineer so root causes can be found and fixed
- Report schedule compliance, PPM completion, backlog and stores accuracy each week to the Engineering Manager
- Keep statutory inspection records, test certificates and permits filed and ready for audit
- Keep drawings, manuals, asset lists and spare parts lists up to date in the CMMS
- Add new assets to the CMMS when projects are handed over, with their PPM tasks and spares
- Review PPM tasks and frequencies with the technicians and change them when the job history shows they need it

Working with others and safety

- Hold a short daily check with the maintenance team and production on the planned work for the day
- Give production clear notice of planned downtime and confirm the agreed windows in writing so there are no surprises on the day
- Brief contractors on site rules, the scope of work and the permits they need before they start
- Make sure plant is handed back to production clean and ready after each job, and that any follow-up work found is logged for the next plan
- Suggest ways to cut unplanned downtime and make planned work easier to complete

Qualifications and experience

Essential

- Experience in a maintenance, engineering or planning role in a food, dairy or process factory
- Working knowledge of a CMMS or similar maintenance system
- Good understanding of preventive maintenance and how a dairy plant runs
- Able to read engineering drawings, parts lists and manuals
- Good computer skills, including spreadsheets and reports
- Organised, with the ability to plan ahead and keep to deadlines

Desirable

- Engineering apprenticeship or a mechanical or electrical qualification
- Experience as a maintenance technician before moving into planning
- Formal training in maintenance planning and scheduling
- Experience planning shutdowns and managing contractor visits
- Knowledge of statutory inspection requirements for pressure systems, lifting equipment and similar plant, as required where the job is based
- Basic knowledge of HACCP (food safety controls) and hygienic design
- Experience with stores and spare parts management

Skills and attributes

- Organised and methodical
- Attention to detail
- Clear communication with production, technicians and contractors
- Practical understanding of maintenance work
- Confident with data and reports
- Calm when plans change at short notice
- Persistent in chasing parts, permits and close-outs

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Measures of success

- Schedule compliance against the weekly plan
- PPM completion on time
- Backlog kept within the agreed level, with older jobs cleared
- Statutory inspections done before their due date, with records in place
- Work orders kitted and ready before the planned start
- Stores accuracy and critical spares availability
- Complete and accurate asset records and job history in the CMMS

Working conditions and safety

Mainly office-based on a production site, with regular time on the plant floor to check jobs, meet technicians and walk down shutdown work. Normal days, with some early starts, late finishes or weekend cover around shutdowns and planned downtime. Plant areas can be noisy, warm or wet and near moving machinery; PPE and training are provided.

- Follow health and safety rules and safe systems of work, and wear the correct PPE
- Follow food safety, hygiene, HACCP and quality procedures at all times
- Report hazards, accidents, near misses and concerns promptly

This job description outlines the main duties of the role. It is not a complete list, and the employer may update it as the business changes, in consultation with the jobholder.

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