Specific Duties and Responsibilities:

1. **ACCOUNTABILITIES**

   - Generate work orders for all routine PDM & PM orders.
   - Plan work orders for craftsmen. Write purchase requisitions.
   - Attached associated tasks, HECPs, Flow charts, Permits etc to the WO, as well as modifications as needed.
   - Kit parts for WOs.
   - Ensure any raw materials for WO are on site.
   - Ensure WO's are completed and correctly filled out.
   - Track and update WO backlogs.
   - Continuous communication with shop supervisor/maintenance planner regarding current WO's.
   - Work with relevant personnel to assign priority to WO's.
   - Assign estimated job completion time.
   - Enter and track data on completed WO's.
   - Track actual vs. estimated job times.
   - Run CMMS weekly & monthly reports for members of management.

1. **QUALIFICATIONS, KNOWLEDGE SKILLS AND ABILITIES**

   - Detail oriented with emphasis on data accuracy.
   - Strong work ethic and ability to work well within a team environment.
   - Ability to interact with other departments and groups.
   - Project Management background a plus.
   - Excellent written and oral communication skills.
   - Continuous improvement mindset, always thinking it can be done better.

1. **EDUCATION AND EXPERIENCE**

   - Must have a minimum of 7+ years planning/maintenance experience.
   - Proficient in Excel.
If you have ALL of the required qualifications for this position and are skeptical about sending in a resume to someone you have never spoken with, give us a call. We try to rise above the recruiting rhetoric by giving our contact information in order to provide you as much information as possible. We go to great lengths to work directly with the hiring managers for the positions we represent so our job descriptions truly reflect the needs of the organization.

To apply, please email resume and current/last base salary to:

Elizabeth Tischer

Elizabeth@duetrecruiting.com