MAINTENANCE PLANNER (PROGRAM ASSISTANT)
Utilities & Energy Management – Main Power Plant

The University of Iowa department of Facilities Management is seeking a highly motivated individual to assist the Power Plant by reviewing and prioritizing plant work order backlogs to create a forward looking plant work schedule. Duties include:

Plan all jobs on the plant work schedule including analyzing tools and parts needed and assisting craft personnel on appropriate work methods as needed; Track planned work vs unplanned and Collaborate with plant staff to increase the amount of planned work performed.

Create plant work schedules in coordination with operations, maintenance, E/I, and contractors. Existing duties includes creating the work schedule. New duty will include working with all shops and communicating the schedule and soliciting feedback concerning the schedule.

Review and prioritize work order backlog to determine which work to schedule to reflect plant core values of safety, reliability and efficiency. Existing duties include review of outstanding work orders. New duties involve the prioritization of the work to be performed.

Maintain and communicate short term and long term schedules of work to be performed.

Procure materials necessary to perform scheduled work by writing an external PO or by utilizing internal parts inventory.

Build “job kits” which contain all parts needed for craft personnel to perform scheduled work.

Direct maintenance, E/I and contract personnel on appropriate work methods for scheduled work as needed.

Research and maintain knowledge of technology improvements in the predictive and preventive maintenance fields and incorporate such work into the plant schedule. Train craft personnel on new technologies as needed.

Track scheduled vs. non-scheduled work performed in the plant. Work with plant staff to improve the percent of work that is scheduled.

Manage the spare parts database. Update the database as needed.

Required qualifications: Bachelor of Science degree in Engineering or a related field or equivalent combination of education and experience; Some (6 months - 1 year) experience in
power plant or industrial plant operations; Excellent written and verbal communication skills; Proficient in computerized maintenance management systems, Microsoft Project or equivalent, and Microsoft Office Suite; Valid driver’s license and ability to meet fleet safety standards. Successful candidate will be required to undergo a criminal background check.

Desired qualifications: Some knowledge of University policies, procedures, and regulations.

Salary commensurate with experience and qualifications. Salary range for this position (based on education and experience) is $32,157 to $64,133. An excellent benefits package is also available, including 24 days paid vacation each year, plus additional paid sick leave and more. Additional information regarding Professional & Scientific benefits can be found at http://www.uiowa.edu/hr/benefits/. To apply for this position, visit our website at http://jobs.uiowa.edu and reference requisition #57105.

The University of Iowa is an affirmative action/equal opportunity employer; women and minority candidates are strongly encouraged to apply.