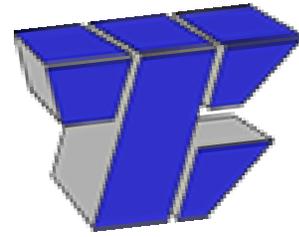


# TEXAS LEHIGH CEMENT COMPANY

Buda, TX



## JOB DESCRIPTION

**Job Title:** Maintenance Planner

**Job Type:** Full-time; Salaried Exempt

**Reports to:** Maintenance Manager

### General:

The primary objective of this position is to improve the efficiency and productivity of the Texas Lehigh workforce, service companies & contractors. This will be accomplished by providing the employees with detailed job plans, including technical specifications, machinery history, parts and tools lists, and safety procedures in a very organized fashion. As well as by reviewing each work order and job site to insure that the work is reasonable and valid, that no influencing constraints are present and that all the preparatory works are performed before job scheduling.

### Qualifications:

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Minimum 3 years experience in cement manufacturing or related industry.

### Major Duties/Responsibilities:

- Demonstrates a commitment to communicating, improving and adhering to safety policies in all work environments and areas.
- The Maintenance Planner is responsible to prepare all planned activities that have to be executed by the employees, service companies or contractors. In that role, the Planner will work closely with the Maintenance Staff team on the following tasks and responsibilities in order to reinforce the day-to-day preparation and job planning.
- Add pertinent information to the work order, as required, to facilitate the comprehension of the execution team.
- Define clearly the scope of work to be performed.
- Establish the preparatory work required prior to scheduled equipment down time.
- Develop a detailed job plan with all the work sequences involved to adequately complete the repairs, as well as equipment downtime and man-hours required.
- Determine and list all the safety procedures associated with the work to be performed.
- Develop a tool list specific to the job to be performed.
- Provide a parts list with reference numbers and exact location for every work order and ensure that all required parts are in stock before job scheduling.
- Ensure all technical specifications and special instructions are provided on paper to the Supervisor and tradesmen.
- Determine the cost involved for parts and supplies for each work order.
- Request all non-stock parts and materials as required by the job plan.
- Inform the Maintenance Coordinator when a job is ready for scheduling.
- Establish and maintain with the supervisors and the stores department, a system for proper storage of pre-works and parts for pending work.

- Assist in annual budgeting process and monthly forecasting.
- Ensure shutdown plans fall within budgeted costs.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills
- Excellent interpersonal and leadership skills; able to gain commitment
- Internal controls providing reasonable assurance of effective and efficient operations, including actions to prevent and detect fraud and protect Company resources.
- Solid coaching and behavioral assessment skills; able to delegate responsibility
- High initiative with solid decision-making skills
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- knowledge of Database software; Internet software; Manufacturing software; Spreadsheet software and Word Processing software.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Understand/able to learn and properly interpret and apply MSHA (30CFR) and OSHA (29CFR) standards and regulations to assist in maintaining and continuously improving safety compliance.
- Customer focused
- Adaptable to change

**This list is not intended to be a complete list of duties and responsibilities. It is to be used as a guide to understand the expectations of the EHS Coordinator position. Duties, responsibilities, and tasks will be directed by the Maintenance Manager, as necessary to ensure the safety of the workforce, reliability of the equipment and to control the associated costs.**

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**Maintenance Planner**

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**Date**