



Now Hiring

Maintenance Planner

Summary

This position is responsible for initial screening of incoming work orders, identification of scope, and analysis of required level of planning. The Maintenance Planner reports directly to the Maintenance Planning Supervisor.

Essential Job Duties

- Responsible for initial screening of incoming work orders, identification of scope, and analysis of required level of planning
- Conducts field walk downs to identify and document job requirements
- Identifies specific safety hazards that will be encountered in the performance of the proposed work
- Ensures that all aspects of the existing company safety policy are incorporated into the job plan.
- Estimates required hours on work order tasks, total work order duration, and skills required to perform the task
- Plans jobs with appropriate level of detail for the given skilled trades workforce
- Procures equipment and specialized tools required to perform work
- Collaborates with the Reliability Engineer/Reliability Group to include all QA/QC requirements into job packages
- Gathers necessary engineering or technical documents, specification, and drawings
- Writes clear and concise work procedures
- Determines and arranges for parts required to perform the work (when no expediter exists)
- Plans parts for all projects to increase “wrench time” and maximize efficiency
- Complies information into a job package that is ready for skilled trades – clearly communicates with skilled trades supervisor regarding critical steps in the process
- Assigns work orders to the skilled trade departments in conjunction with maintaining and transmitting weekly schedule to the trade supervisor
- Upon completion of jobs, communicates with skilled trades regarding ideas and procedures that would make future jobs more efficient
- Coordinates priority setting with the management team – places specific emphasis on obtaining the input of operations personnel in the setting of priorities
- Keeps bills of materials current
- Is able to accurately measure the maintenance backlog in its various forms and continually maintains not less than 2 weeks’ worth of ready backlog at all times
- Responsible for equipment and repair parts data entry and management
- Participates in outage planning activities such as scope identification and control, scheduling, coordination, risk assessment, execution, and continuous improvement
- Communicates with contractor resources directly on specific work orders assigned to the contractors and the performance expectations of the work order. Does not manage the contractors but ensures that all of the details of the work order are clearly communicated and understood.
- Participates with Reliability Engineer on improvement projects, particularly when they are related to the proactive maintenance plan (CBM and PM)
- Complies and delivers reports from CMMS (EAM) regarding the work execution management process
- Other duties as required by the business.
- Good attendance, safety, disciplinary, and overall employment records
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- High school diploma or equivalent
- Experience with current EAM/CMMS desirable but not required
- Minimum five years of work experience in the skilled trades
- Strong mechanical/electrical aptitude
- Some level of supervisory experience is desirable
- Consideration will be given to individuals with an equivalent combination of education and experience
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels as well as vendors and OEM suppliers



Competencies and skill set required to do the job well

- Computer skills required: EAM/CMMS; Spreadsheet and Word Processing (EXCEL and WORD); Project Management Software (MS Project, Primavera, etc.); Email
- Able to efficiently perform internet searches and research
- Able to read and interpret vendor manuals and drawings
- Able to perform some level of cost analysis and work within a structured budget
- Ability to write detailed repair reports
- Able to develop and deliver a clear and concise presentation when required
- Committed to safety and teamwork
- Highly motivated
- Ability to learn and apply maintenance best practices
- Ability to organize and plan tasks
- Self-directed – able to work towards specific goals and objectives with limited daily oversight

Minn-Dak Farmers Cooperative

Attn: Susie • 7525 Red River Road • Wahpeton, ND 58075

Email: jobs@mdf.coop or sbitner@mdf.coop

Phone: 701.671.1338

www.mdf.coop/careers

APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Minn-Dak Farmers Cooperative is a drug-free workplace. All new hires must pass a pre-employment drug screen and background check.

How Did You Learn About Us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative _____
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend _____
<input type="checkbox"/> Employee Referral	<input type="checkbox"/> Other _____

FOR OFFICE USE ONLY
Form 8850 filled out:
 Yes No

Follow up needed:
 Yes No

Date: _____

Position Applied For: _____

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____
Number Street City ST Zip

Telephone Number: _____

Email Address: _____

Best time to contact you at home is: _____ AM PM

If you are over 18 years of age, are you authorized to work in the United States? Yes No

Have you ever filed an application with us before? Yes No

If yes, when? _____

Have you ever been employed with us before? Yes No

If yes, when and who was your supervisor? _____

Can you travel if a job requires it? Yes No

Date available to start work: _____

What is your desired salary? _____

Are you available to work: Rotating shifts Full Time Campaign (appx Sept-May) Harvest (appx Sept-Oct)

Have you ever been convicted of a felony? Yes No

(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School or GED				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

REFERENCES

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Include resume if available.

Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	

AUTHORIZATION AND RELEASE

I authorize Minn-Dak Farmers Cooperative to contact any prior employers or references listed and release them and you from any liability arising from disclosures of information concerning my past employment history.

Print Name

Signature

Date

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and that the Employer will use the information provided to make the best employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I accept and will follow all policies, procedures and rules of the Employer. I understand that false or misleading information given in my application or interview may result in discharge

Signature of Applicant

Date

Please help us understand you better by answering these questions.

It's important that you answer the questions honestly, so that we can accurately assess your fit with the job you may be considered for and the organization. Please be aware that your answers may be verified during your interview or during reference checks.

Why are you seeking employment with Minn-Dak Farmers Cooperative?

Have you been terminated from a job in the last five years? Yes No

Have you ever received a disciplinary action for attendance or other issue?

Attendance Yes No

Other Issue Yes No

If yes, please explain

What is the ultimate position you would like to obtain at MDFC?

Do you consider yourself a hard-worker and a team player? Yes No Why?

What makes you the best candidate for a job at Minn-Dak Farmers Cooperative and how would the company benefit from hiring you?