

**SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS
SKILLS MAP - MAINTENANCE PLANNER**

Sector	Energy and Chemicals			
Track	Engineering and Maintenance			
Occupation	Technical Professional			
Job Role	Maintenance Planner			
Job Role Description	The Maintenance Planner coordinates with internal and external stakeholders to plan and schedule routine and non-routine maintenance work to support reliable plant operations. He/She optimises maintenance plans and schedules to minimise plant downtime and total maintenance cost through detailed planning and scheduling of maintenance work orders, and coordination with vendors, contractors, production and relevant engineering teams.			
	The Maintenance Planner coordinates with the production team to ensure that maintenance and turnaround schedules are aligned with production targets. He is a member of the Emergency Response Team (ERT). In addition, he supports the implementation of initiatives and activities for plant continuous improvement.			
	The Maintenance Planner works closely with the production, maintenance and discipline engineering teams. He is able to work independently, and possesses strong problem-solving, organisation, communication and interpersonal skills.			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Administer Workplace Safety and Health (WSH) and Environmental Management Systems (EMS)		Comply with WSH and EMS systems	
	Perform inspection and maintenance work		Coordinate with the production team to ensure maintenance and turnaround schedules are aligned with production targets	
			Prioritise maintenance and turnaround work based on analyses of maintenance reports	
	Manage maintenance planning and scheduling		Coordinate with internal and external stakeholders for maintenance and turnarounds	
			Develop maintenance plans and schedules for routine and non-routine maintenance work	
			Interface with procurement and vendors to align equipment lead times with planned maintenance work activities	
			Optimise maintenance plans and schedules to minimise downtime and costs	
			Support the reporting of plant maintenance and availability status	
	Administer staff and organisational development		Assist in business continuity planning processes	
		Identify opportunities for continuous improvement		
		Support the implementation of continuous improvement initiatives and activities		
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Asset Integrity Management	Level 3	Resource Management	Intermediate
	Business Continuity Management	Level 4	Creative Thinking	Intermediate
	Change Management	Level 4	Decision Making	Intermediate
	Continuous Improvement Management	Level 3	Communication	Intermediate
	Environmental Management System Framework Development and Implementation	Level 3	Teamwork	Intermediate
	Maintenance Integrity and Reliability Framework Development and Implementation	Level 3		
	Maintenance Planning and Scheduling	Level 4		
	Organisational Resource Management	Level 4		
	Plant Turnaround Management	Level 4		
	Preventive Maintenance Management	Level 3		
	Procurement Management	Level 3		
	Supply Chain Management	Level 4		
Workplace Safety and Health Framework Development and Implementation	Level 3			
Programme Listing	For a list of Training Programmes available for the Energy and Chemicals sector, please visit: www.skillsfuture.sg/skills-framework/energyandchemicals			

The information contained in this document serves as a guide.