



## Maintenance Planner – Paper Mill

Willamette Falls Paper Company is a locally owned paper mill in West Linn, OR. We have a collaborative culture where each employee is a critical part of a team that steps up to accomplish great things. Our products are distributed throughout North America for the printing of advertising materials, catalogs, magazines, retail, books, direct mail and packaging. Ideal candidates will help promote quality, teamwork, flexibility, open communication and continuous improvement.

### Primary Responsibilities

- Ensuring the accuracy of the information on the new maintenance work orders.
- Computer data entry of the transaction to convert the request to a work order.
- Daily routine of visiting the job site of all new maintenance work orders.
- Deciding the level of planning applied to the work order.
- Scoping the job and recording the decisions on the Planning Checklist.
- Estimating the labor hours needed to perform the work.
- Determining parts and material requirements.
- Providing a cost estimate to include labor, materials and contract services.
- Initiating pick lists for Storeroom parts and materials.
- Writing purchase requisitions for direct purchase of non-stock parts in EAM, if needed.
- Collecting the information needed for the written job plan.
- Determining the actual sequence of work (i.e., job steps).
- Identifying lockouts, tag-outs, and permits needed.
- Verifying that the job plan information is complete and accurate.
- Assembling the complete and final "Job Package".
- Communicating the information in the Job Package to the Maintenance Supervisor.
- Ensuring that all information needed to support the planning process is complete, accurate and readily available to everyone.
- Communicating specific job plans and feedback information to other Maintenance Planners.
- Providing codes for work order history.
- Entering work order history information into EAM.
- Overall success of the planning function.
- Coordinating with other Maintenance Planners (where applicable).
- Exchanging common planning information with other Maintenance Planners (where applicable).

### Shared Responsibilities

- Contacting vendors to check on the availability of special equipment needed.
- Contacting the vendors concerning the estimated pricing and availability of parts.
- Update of drawings, parts lists, job steps, etc. as the job is completed.
- Checking accuracy and completeness of feedback information.
- Arranging job site (or drop-off location) delivery as needed.
- Ensuring that the needed Storeroom parts are available.
- Accurate data (equipment lists, parts lists, specs, etc.)

Additional Details:

We offer a competitive starting wage, and overtime rates apply for hours worked over 40 hours a week. Our competitive benefits package includes Family Medical, Dental, Vision, Life Insurance, Short and Long-Term Disability, 401K match, safety shoe reimbursement, on-site fitness facility, generous PTO and more.

**Benefits begin the 1<sup>st</sup> of the following month in which you are hired and PTO starts accruing your first day of work!**

**Learn more about Willamette Falls Paper Company:**

<https://www.wfpaperco.com/careers.html>

<https://www.youtube.com/watch?v=QjLexgnI0xo>