



Job Description

Position / Title: Maintenance Planner/Scheduler
Location: San Antonio, Texas

Company

GoodHeart Brand Specialty Foods creates custom, high quality, hand-crafted proteins, sauces and meal kits for retail deli, foodservice and food manufacturer customers nationwide. GoodHeart has been in business since 1996 and is privately owned, family controlled and headquartered in San Antonio.

Position Summary

The Maintenance Planner Scheduler will contribute to the success of the Company as a member of our Maintenance Team enroute to a world class maintenance program, helping to ensure all machinery is safe and ready to operate efficiently at all times. The requirement includes developing orders, staging parts, preparing parts for work order, managing a Preventative Maintenance (PM) program, develop a spares program, and managing a parts storeroom and its inventory for the facility.

Education

- Minimum of a High School diploma/GED, Technical School coursework, or Mechanical Certification (at least 1 of these is required, 2 or more are preferred.)

Experience

- Experience with using Computerized Maintenance Management System (CMMS) to track work orders, PMs, and inventory is required.
- Minimum 2 years' experience working in a manufacturing and / or warehouse environment required.
- Basic knowledge of mechanical and electrical equipment and its operation required.

Required Qualifications

- U.S. Citizen or legally eligible to work in the U.S.
- Ability to read, write and speak English. Bilingual (Spanish) preferred.

Reports to

- Plant engineer

Supervise

- N/A. Will work closely with Production personnel.



Skills / Proficiencies

- Computer skills: Microsoft Outlook, Excel and Word skills required. Ability to use Computerized Maintenance Management System (CMMS) to track work orders, PMs, and inventory.
- Basic math skills: to include fractions, decimals, percentages and the metric system; efficient with ratios and formulas. Will be used as part of daily activities.
- Ability to read and understand schematics, drawings, and manuals to establish facts and draw conclusions.
- Familiar with preventive and reliability-based maintenance programs.
- Effective written and oral communication skills
- Willing to take responsibility for results while reliably showing good judgment, initiative, and resourcefulness.
- Highly organized and works well under pressure.
- Team player with a positive, helpful attitude.

Essential Duties and Responsibilities

- Work with Production, Maintenance, and Engineering to ensure that work requirements are identified, understood, prioritized, scheduled and completed timely and properly to meet Production's needs.
 - Develop the daily maintenance prioritized work list
 - Develop schedules of PM and lubrication program activities
 - Plan, schedule and monitor completion of all maintenance work orders.
- Acquire parts for all scheduled work orders.
- Manage parts storeroom including a min/max inventory system for all spare parts.
- Ensure all appropriate maintenance and repair logs are maintained. Monitor logs to ensure all potential equipment problems are repaired.
- Develop maintenance work standards for repetitive jobs and PM programs.
- Operate CMMS system and demonstrate 100% functionality in order to complete work orders as well as log corrective maintenance issues in the system.
- Collect and analyze maintenance cost, frequency and productivity data.
- Demonstrate enthusiastic commitment to the company's values, objectives and to meticulously documenting and quantifying all aspects of Maintenance.
- Participate on Process Improvement (PI) projects and safety teams.

Compensation and Benefits

- Competitive hourly compensation
- Eligible for paid vacation, participation in Good Heart's medical, life and dental insurance plans, 401 (K) retirement savings plan and paid holidays.

GoodHeart is an Equal Opportunity Employer and drug free workplace.

For more information or to send a cover letter and resume please contact Human Resources at (210) 637-1963 or cojeda@goodheart.com