

**Midland Metro Limited (MML) – Infrastructure Maintenance Planner (Draft)**

<b>Post Title:</b>	<b><u>Infrastructure Maintenance Planner</u></b>
<b>Department:</b>	Infrastructure
<b>Location:</b>	Midland Metro Limited
<b>Reporting to:</b>	Infrastructure Maintenance Manager
<b>Direct Reports:</b>	Infrastructure Department Team Members when acting as Team Leader
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>• To support Midland Metro Ltd.'s mission which is to provide a safe and dependable tram service</li> <li>• To undertake to MML Infrastructure Department maintenance and project planning and scheduling activities including assisting in the procurement of materials and resources required for maintenance and project work</li> <li>• To coordinate the departmental administration function</li> </ul>
<b>Role Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Establish, maintain and improve the maintenance planning and scheduling business flow process</li> <li>• Prepare reports, analyse data and make recommendations for improving plant operations and solving maintenance related problems</li> <li>• Ensure key performance indicators are captured and reported for equipment reliability, departmental performance, planning and scheduled business flow process</li> <li>• Schedule maintenance work into production plan</li> <li>• Develop cost and time estimate of planned maintenance work</li> <li>• Review applicable maintenance procedures that promote defect-free maintenance work quality</li> <li>• Responsible for up-keep and accuracy of equipment maintenance history and jobs records database</li> <li>• Continually improving planning, scheduling, data management and job reporting systems to increase planning effectiveness and efficiency</li> <li>• Collaborate with maintenance supervision to schedule manpower and resources for planned and reactive maintenance work</li> <li>• Perform any other related job that may be assigned from time to time.</li> </ul>
<b>Training:</b>	<ul style="list-style-type: none"> <li>• Training in line with Infrastructure competency matrix</li> <li>• Look out</li> <li>• PICOP/PIC</li> <li>• Personal track safety</li> <li>• PRIMOSS</li> <li>• Manual handling</li> </ul>
<b>Health &amp; Safety:</b>	<ul style="list-style-type: none"> <li>• To be aware of your personal security and the security of your vehicle or place of work</li> <li>• To comply with health and safety instructions and directives issued by management.</li> </ul>

	<ul style="list-style-type: none"> <li>To use the appropriate safety equipment properly</li> <li>To wear Personal Protective Equipment where applicable and report any loss.</li> <li>To refrain from the wilful misuse or interference with anything provided in the interests of health, safety, and welfare</li> <li>To refrain from any action that might endanger themselves, other employees, customers, or members of the public</li> <li>To ensure that all necessary safety precautions are taken and, if they are in a management or supervisory position ensure that instructions are provided</li> <li>To report immediately any accidents, incidents or near misses to your line manager as soon as possible and always within 24 hours. This should include both personal injury and vehicle damage</li> <li>To attend and cooperate in any investigation following an incident as required.</li> <li>To cooperate with your employer in attending and actively participating in any health and safety related training courses as required</li> <li>To report immediately any hazard, faulty equipment or health and safety concern to your line manager and ensure action is taken to make the hazard safe i.e. fencing them off, using signs etc</li> </ul>
<b>Decision Authority:</b>	<b>Making</b> <ul style="list-style-type: none"> <li>Within the remit of the job responsibilities</li> </ul>
<b>People Management:</b>	<ul style="list-style-type: none"> <li>Supervision of contractors as and when required</li> </ul>
<b>Legislation Compliance:</b>	<b>&amp;</b> <ul style="list-style-type: none"> <li>In common with the whole rail industry, the successful applicant will be required to pass a stringent drugs and alcohol test</li> </ul>

<b>Tasks:</b>	<b>Level of Experience</b>	<b>Desirable Or Essential</b>
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>Maintenance planning experience</li> <li>To demonstrate working as part of a team</li> <li>Worked within the light rail or rail industry in a similar maintenance environment role</li> </ul>	Essential Essential Desirable
<b>Education:</b>	<ul style="list-style-type: none"> <li>To have GCSE Maths and English at Grade C or above.</li> </ul>	Essential

	<ul style="list-style-type: none"> <li>• Certification in Maintenance Planning and Scheduling</li> <li>• Qualification in Mechanical or Electrical Engineering</li> <li>• Hands on experience in Mechanical or Electrical Engineering maintenance work</li> </ul>	Essential Desirable Desirable
<b>Managing People:</b>	<ul style="list-style-type: none"> <li>• To be able to lead and use own initiative as part of a team</li> </ul>	Essential
<b>Communication:</b>	<ul style="list-style-type: none"> <li>• Must have excellent interpersonal skills</li> <li>• Good attention to detail</li> <li>• Good communication skills in written and verbal communications.</li> </ul>	Essential Essential Essential
<b>Additional Qualities:</b>	<ul style="list-style-type: none"> <li>• A flexible approach to working hours</li> <li>• Ability to use own initiative</li> </ul>	Essential Essential
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• To be trustworthy</li> <li>• To be reliable and punctual</li> <li>• To take pride in their appearance and adhere to the Company Dress Code Policy and Procedures</li> </ul>	Essential Essential Essential
<b>Driving through Change:</b>	<ul style="list-style-type: none"> <li>• To have contributed to workplace improvements ways of working in your team</li> </ul>	Desirable
<b>Drugs &amp; Alcohol</b>	<ul style="list-style-type: none"> <li>• To undertake drugs and alcohol testing in line with current company procedures and policy</li> </ul>	Essential