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The **Maintenance Planner** is responsible for the Facilities Services work request and work order system for the corporate facilities located in the Minneapolis area. Through the use of Computerized Maintenance Management Software (CMMS) tool, this position will develop, plan, and schedule work, order materials to support work plans, and monitor the preventive and predictive program data for an effective building maintenance program.

The position is responsible for maintaining a backlog of at least one week of work that is planned, approved, and ready to execute. Planners use personal experience, equipment file information, visits to job sites, and the experience of other personnel to develop and maintain work plans that increase craft productivity.

The Maintenance Planner will also be responsible for providing excellent customer service to internal departments and building tenants by coordinating proactive and reactive activities on a daily basis. It will interact with operations, maintenance, and contractors to accomplish facility objectives and maintenance best practices.

Required:

- Associate's degree in Construction Technology or a Building Trade with 2+ years of experience in building maintenance or repair work on buildings or subsystems (HVACR, mechanical, electrical, plumbing, sheet metal) OR 5+ years in a building maintenance role
- 1+ year of experience using a Computerized Maintenance Management Software (CMMS) tool
- Strong communication (written/verbal) and organizational skills with the ability to manage multiple tasks
- Intermediate computer skills and the ability to negotiate through Maximo software
- Willing and able to take off-hour calls and rotate on-call

Preferred:

- Experience with Maximo
- Experience with maintenance planning and scheduling
- Experience in a corporate facilities and/or property management environment
- Understanding of Predictive Maintenance technologies and applications
- Previous supervisory experience in maintenance or contract management
- Advanced computer skills (MS Word, Excel, Access, Project)
- Experience in materials and supply procurement, budget preparation, training, and safety

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