

## EXCELLENT PEOPLE MAKE EXCELLENT BUSINESS

Norbord is the leading global OSB manufacturer our success comes from hiring skilled and talented team members in all areas of our business. We are dedicated to developing and retaining a strong and committed workforce that ensures we remain at the front of manufacturing excellence. At Norbord we are committed to teamwork and safety without compromise. We are currently seeking an exceptional individual for the following vacancy:

### MAINTENANCE PLANNER – HIGH LEVEL, ALBERTA

Reporting to the Maintenance Manager, the Maintenance Planner's role is to work together with production and maintenance to improve work force productivity and quality by anticipating and eliminating potential delays through planning, scheduling, and coordination of maintenance resources, parts, materials, and equipment access. Other responsibilities include but are not limited to:

- Assists production with balancing their needs for runtime requirements and equipment reliability by identifying pro-active maintenance solutions.
- Long-range planning involving the regular analysis of backlog relative to available resources.
- All phases of short-range planning and scheduling including: initial job screening; analysis of job requirements; job research; detailed job planning; job preparation; purchase requisitions; job scheduling and coordination; and schedule adjustment.
- Coordinates all planning and scheduling for shutdowns (major and minor) to include: Gantt charts, Critical Path Analysis and Resource Leveling.
- Develops planner reference systems including a file of planned job packages for recurring jobs, plus labor and material libraries for each piece of equipment.
- Informs the Maintenance Manager of abnormal or critical situations and seeks advice on matters outside the planner's knowledge or authority.
- Ensures that completed work order information is meaningful and accurate, there by, ensuring that valid historical data is captured in IVARA.
- Assist with budgetary preparation, tracking, and periodic analysis of cost trends and provide recommendations for continual improvement.

The ideal candidate will have a strong mechanical or process background with experience and/or training in planning and scheduling. Additionally he or she will be very technically sound, with experience in our IVARA software system, or similar CMMS software platforms. Journeyman trades (Millwright or Electrician) certification or continuous process experience would be a definite asset. Strong organizational, interpersonal and communication skills are a must to effectively participate in a team environment. A demonstrated commitment to working safely will be essential.

Interested applications should send their letter of application and current resume to:

**Email:** [greg.cox@norbord.com](mailto:greg.cox@norbord.com)

**Fax:** 780 841 3693

**Mail:** Norbord Inc.

**Attention -Human Resources Manager**

P.O. Box 1856

High Level, AB T0H 1Z0