

## Employment Opportunity

### Maintenance Planner Scheduler III

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for a Maintenance Planner Scheduler III. This position is located in Wrens, Georgia.

#### MAJOR DUTIES:

- Takes calls directly for Production maintenance needs, notifies proper Foreman, and creates workorder as required
- Receives work request to be planned from the Maintenance or Electrical Foremen. The Planner will perform a job analysis for the known work to be done, and makes any additional sketches, diagrams, etc., necessary to clarify the intent of the work order.
- Reviews and screens work orders to see that they have been properly filled out:
  - Work scope clearly described
  - Check if the priority and requested completion date are realistic and provide practical lead time
  - Charge numbers and other coding are complete and accurate
  - Authorization is proper and obtained
  - Discusses the details with the originating department as appropriate
- Follows up to ensure the completed schedules, work orders, and Safety Maintenance requests are returned at the proper time
- Performs other tasks and special assignments as requested by the Assistant Operations Manager or their designee
- White board: check to make sure instructions were left to have scheduled equipment down for shop to work on.
- Check daily in Wonderware program to verify that equipment is down, and then check with foreman to make sure that there have not been any calls from production with other problems as applicable.

#### SKILL REQUIREMENTS AND QUALIFICATIONS:

- Two- or four-year degree from an accredited school or technical college and three years' experience in the maintenance field, or five years of experience in the maintenance field
- Sound knowledge of maintenance and workflow processes
- Knowledge of equipment at plant and mine
- Ability to estimate time to complete jobs
- Ability to ensure safety policies are followed
- Ability to read and interpret operation, installation, and maintenance manuals, etc.
- Ability to complete site-specific training for contractors, analyze data and make decisions
- Strong communication and organization skills
- Logical thinker, detail oriented, leadership skills, proactive, scheduling & project management skills
- Ability to work unsupervised and multitask
- Proficient in Maximo and Excel
- Continuous Improvement

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance. Qualified candidates should email a resume to [careers@thielekaolin.com](mailto:careers@thielekaolin.com). **Please note "Maintenance Planner Scheduler" in the subject line.**

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

**Thiele Kaolin Company is an Equal Opportunity Employer.**

**Thiele Kaolin Company is a Drug Free workplace.**

