

## **JOB DESCRIPTION – Maintenance Planner (PPM)**

Job Title	Maintenance Planner (PPM)
Date Reviewed	May 2021
Responsible To	Service Diesel Manager
Responsible For	N/A
Location	Kent

### **Business Profile**

AVK are the UK's leading provider of critical power systems and maintenance that guarantee reliable power. For 31 years we've been supplying UPS systems, standby diesel generators and more recently Battery Storage and Gas Generation solutions providing our clients with reliable back-up power schemes for their mission critical services & systems.

We are trusted by many of the UK's largest Data Centre operators, Finance & Banking providers and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel/gas generators, uninterruptible power systems, battery storage, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation and on-going maintenance of critical power systems. We provide solutions for standard or large scale bespoke applications, covering all project sizes from £1k up to £30m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service.

### **Overview**

The Maintenance Planner role has responsibility for quality, process and the high standards our customers expect. Occasional travel to our Head Office in Berkshire will be required.

## Responsibilities

<b>Scheduling</b>	
	Generate & manage contract calls for growing Client contract-base
	Plan, deliver & Schedule all Annual, bi-annual, quarterly & monthly Generator Services, liaising with procurement companies, Clients & Site Engineers.
	Deliver additional contract services including Air System Services and OFTECS
	Liaise with sub-contractors to negotiate delivery of services, equipment & manpower.
	Order in Consumables for all Service calls, ensuring correct parts arrive in the depot or on site
	Work as part of the Scheduling Team focussed on the efficient delivery of planned Site visits
	To build an efficient & effective schedule for each Service Engineer in their allocated area working weeks ahead.
	Monitor and follow-up on outstanding remedial quotes to close out with clients as required to obtain a PO to plan alongside PPM's.
	Work alongside Technical & Operational personnel to find innovative solutions to ensure continued improvement of effectiveness of planning & Generator Service Contract Margins
<b>Administration</b>	
	Complete RAMS for each Service visit, raise Purchase Orders to suppliers & sub-contractors, Quotes for all Generator Service requirements
	SharePoint Administration for Key Accounts
	Knowledge of site requirements & layouts, Government & data-centre security processes & e-permit systems
	Raise quotes for consumables for Service Contracts & promote the importance of take-up for any crucial parts not included as part of the Service Contract to Clients.
	Liaise with the Service Contracts Sales Team throughout the Year. Keep them appraised of any areas where cost improvements need to be made, access & security issues, Logistics & for equipment delivery & Health & Safety concerns
	Correspond with the Contract Administration Team to ensure all relevant information is provided in the hand-over of new Contracts. Highlight changes in personnel, assets & any other administrative updates
<b>Engineers</b>	
	Point of contact for all Engineers annual leave requests

### Person specification

<b>Key skills and knowledge</b>	<b>Desired/Essential</b>
Accurate typing and data entry skills	Essential
The ability to multi task, manage a number of projects simultaneously with calmness and accuracy	Essential
Able to work with minimal or no supervision	Essential
Car Driver	Essential