



Job Title	Engineering Planner
Department	Engineering
Department Size	30+
Reports to	Head of Engineering
Direct Reports	NA
Working hours and pattern	40 hr week
Location of role	Office based
Will this role qualify for tronc or bonus?	Performance Bonus

Purpose of this role

This is a great opportunity to join the dynamic Newt Engineering team. The Maintenance Planner is responsible for planning, scheduling, and coordinating maintenance activities. Leveraging CMMS Plant Maintenance (PM) and Total Productive Maintenance (TPM) principles, the role ensures optimal equipment reliability, minimises downtime, and supports continuous improvement initiatives. Collaborating closely with operations, maintenance teams, and supply chains to manage work orders, materials, and resources efficiently, driving operational excellence and safety compliance.

Responsibilities

1. Own, manage and maintain the CMMS as a whole
2. Plan and coordinate all proactive and reactive maintenance and engineering works on buildings, plant, infrastructure and vehicles across the estate
3. Review maintenance requests from staff and translate into detailed work orders with clear priorities.
4. Ensure compliance with Health, safety, fire and building regs
5. Coordinate maintenance works with hotel operations, production, housekeeping and visitor attraction teams to minimise disruption to guests
6. Monitor equipment and facility performance trends recommending improvements or upgrades
7. Report to operational team business unit managers on work orders on the CMMS system on a weekly basis
8. Communicate completed / outstanding work with relevant departments on a weekly basis, ensuring a healthy relationship exists between engineering and its clients
9. Strong budget management skills, managing operational department R&M budgets
10. Asset register management - maintenance of registers, criticality ratings, maintenance history,
11. Contractor & External Supplier Coordination – scheduling, reviewing RAMS, coordinating access, permits etc.
12. Statutory Maintenance & Compliance Tracking – Gas, Electrical, LOLER, Fire alarm systems etc.
13. Maintenance KPI reporting - Analyse maintenance data and generate reports on key performance indicators (KPIs)



Characteristics needed for this role
<ul style="list-style-type: none"> • Problem solver • Organised multitasker • Self-starter • Resourceful. • Detail-oriented • Strong communicator • Personable and supportive
Skills and experience needed for this role
<ul style="list-style-type: none"> • Strong prior experience in an engineering planner role within a hospitality or food production • Good knowledge of CMMS systems • Backlog management • Good organisational skills and attention to detail • Proficiency in Microsoft office applications • Experience in setting up or improving planned maintenance strategies • Labour allocation and scheduling
Skills and experience desired for this role
<ul style="list-style-type: none"> • Knowledge of Infraspak CMMS system • Experience of Siemens building management system • Ability to communicate technical issues to non-technical staff
Qualifications needed for this role
<ul style="list-style-type: none"> • Relevant certification in maintenance planning or similar
Qualifications desired for this role
<ul style="list-style-type: none"> • Degree in an engineering discipline • Engineering trade qualification • NEBOSH General Certificate (or equivalent)
Systems used in role
<ul style="list-style-type: none"> • Infraspak CMMS • Siemens BMS • Microsoft Office
Department Description
<p>The Engineering Department looks after the Companies' assets (Buildings, IT Infrastructure, Mechanical plant, and Vehicles), conducting scheduled checks and preventive maintenance in all areas of the estate. Engineering also responds to guest requests should they have issues and to colleague requests from across the estate.</p>