

# Process Plant and Equipment U P - T I M E for Operators and Maintainers

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## **Job descriptions tell tradesmen what to do.**

### **ABSTRACT**

Job descriptions tell tradesmen what to do. The first words a maintainer will read when they pick up a work order is the job description. The job description must tell him enough information about the work so he can understand what to do.

Keywords: CMMS, computerized maintenance management system, planning, breakdown repair, corrective.

It is the responsibility of the person writing the work order to be exact and complete in the description of the work they want done. Only by providing sufficient and right information can the tradesman properly ready himself.

A planner's role is to vet the work and prepare the information and materials needed to perform the job. The planner will go to the job and see the work requester to find out the job details and then rewrite or add information to the job description to make it clear what the tradesman must do.

When there is no planner to do the preparatory work it falls to the leading hand, if he has the time, or the tradesman to find out the details of the work. In an unplanned situation the tradesman will go to the job without knowing what he will encounter. Most times he will not have the right tools and will not know what parts he may need nor perhaps even understand the problem. This approach is slow and wasteful.

The job description provides the opportunity to specify the details needed for the repair. The description does not replace the skills of the tradesman but tells him the problem; the effect of the problem; what needs to be repaired; an overview of how to go about the repair and the location of spare parts if needed.

Here's an example – “The Mixing Tank Agitator Gearbox is making groaning noises when the tank is full. Without the agitator the product sinks to the bottom and sets. Take off the gearbox lid and check for signs of damaged bearings or gears. Take samples of oil from the bottom of the gearbox with the vacuum bottle and check for metal particles. If gear damage is found replace the entire gearbox with the spare in the store and return the damaged unit for overhaul. If no gear damage is evident bring the gearbox back to the workshop and replace all the bearings. A full set of bearings has been reserved in the store. Ensure the oil is to the level mark midway up the window. Use Mobil DTE 18.”

With this description a tradesman know what to expect. He still uses all his trade skills to fix the gearbox but now he is focused on the repair and not on preparing for the repair.

\*CMMS –Computerized Maintenance Management System

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