IDENTITY

Title: Reliability Coordinator
Department: Reliability
Supervisor’s Title: Site Reliability Process Leader

PURPOSE: (Why position exists)

The basic function of this role is to assist in the effective implementation of proven reliability processes across all business units. This involves insuring required data is being captured in CMMS or other designated systems. Develops pillar team leaders in incident reporting, data collection and analysis. Leads Root Cause Analysis, creates and analyzing Pareto reports, and drives the implementation of cost effective improvements through expense or capital projects as well as driving improvement of operating or maintenance disciplines. Furthermore, this role monitors existing PM/PdM programs and monitors other historical trends or KPI’s for early identification and resolution of reliability issues.

Qualifications

- Demonstrated history of safe work practices based upon personal safety record
- College degree or equivalent experience and background in reliability technologies
- Demonstrated capability of proficient trouble shooting skills
- Specific skills as may be required, including licensing/certification
- Must be able to physically perform essential job functions
- Must possess level 1 Thermography or Vibration Analyst certification (within 6 months)
- Must posses proficient computer, data base management skills
- Good communication skills and ability to work well with production personnel at all levels within operation
- Knowledge of mechanical and electrical concepts.

ESSENTIAL FUNCTIONS OF POSITION

1. Evaluate the use of existing or new diagnostic technologies (i.e., ultrasound, thermography, vibration monitoring, etc.).
2. Setup condition monitoring on process equipment.
3. Coordinate the data collection, trending, and reporting of all condition monitoring for equipment.
4. Analyze the data accumulated from condition monitoring equipment.
5. Maintain lubrication manual and specify lubrication requirements for new equipment as well as coordinating oil sampling for all required equipment.
6. Coordinate Root Cause Failure Analysis (RCFA) for all required equipment failures.
7. Implement corrective actions from RCFA.
8. Review existing Preventive Maintenance activities.
9. Identify PM activities for new and existing equipment.
10. Monitor the scheduling and completion of PM and PdM activities.
11. Perform Failure Mode and Effect Analysis (FMEA) to evaluate PM and PdM activities.
12. Measure and report on Key Performance Indicators that relate to equipment reliability.
13. Assist operations and maintenance in developing procedures and training material to ensure the reliability of process equipment.
14. Conduct audits to measure the effectiveness of significant reliability related activities.
15. Use CMMS to evaluate equipment history and to determine continuous reliability improvement actions.
16. Performs and documents workplace and mobile equipment inspections as needed.
17. Ability to identify equipment operational problems and determine the root cause of breakdowns using technical data from resources such as Vibration, Oil analysis, Thermography, downtime data reports.
18. Ability to communicate effectively and convey information on the condition of equipment to the appropriate responsible person.
19. Ability to identify operational and equipment inefficiencies, lubrication problems, vibration problems, balance problems, miss-alignment, and other equipment related issues through the use and application of predictive and preventative maintenance technology.
20. Ability to safely and efficiently operate stationary and mobile equipment, hand and power tools, and other equipment necessary to perform all job functions on an as-needed basis.
21. Ability to train on and utilize a computer and related software for creating work requests, entering time to work orders, analysis of field data, and other duties as required to adequately complete the job tasks.
22. Work and coordinate with supervisors and other employees to strive for continuous improvement, safety, and operational efficiency of all MLC plants.

Position Requirements:

Person must have general knowledge and application of plant safety rules and standards with an emphasis on lockout/tagout procedures, risk awareness, moving conveyors, rotating equipment, confined space procedures, and use of PPE. Must have the ability to collect data, interpret graphical and numerical data, independently solve problems and make recommendations for correcting identified deficiencies. Person must be capable of working with minimum supervision and be independently motivated to improve plant processes through the use and application of predictive / preventative tools and technology. Person must have the ability to climb steps and ladders, work in elevated areas, work in all weather conditions, and other conditions as necessary.

Performance measures for this position will be developed and monitored on a continuous basis. Person must monitor the Key Performance Indicators (KPIs) associated with the position and take appropriate action to bring all KPI’s associated with the position within acceptable limits.

Vacations or other arranged time off will be scheduled so as to not interrupt the collection of data on a pre-determined time interval. Time off will be coordinated with the Supervisor to minimize the loss of time-sensitive field data and results reporting.
The person filling this position will be responsible to do everything within the scope of their responsibility, authority, knowledge, and skill to do what needs to be done without being asked on a daily basis to insure job completion in a safe, efficient manner.

**Essential Job Details:**

- Safely perform field data gathering and observations and/or inspections.
- Work alone or in a group/team as necessary
- Work with a minimal amount of supervision
- Be able to assess and report equipment operational problems as related to mechanical or electrical maintenance, and lead a troubleshooting discussion with the appropriate personnel to correct the problem area.
- Be able to determine root causes of problems and recommend/implement corrective actions.
- Be able to learn process flow and equipment functions.
- Be able to select and use proper tools and measuring devices including precision measuring tools, IR instruments, vibration sensors, timing instruments, and other tools required to evaluate equipment operation.
- Be able to read blueprints, assembly drawings, parts list, and identify parts of equipment to facilitate the interpretation of preventive maintenance data.
- Be able to perform maintenance type inspection on plant equipment such as bearings, shafts, couplings, chains, belts, clutches, brakes, gears, speed reducers, pneumatic pumps, compressors, hydraulic pumps, cylinders valves, bucket elevators, screw, belt conveyors, and other equipment as necessary to determine operational problems or areas of potential future problems that have not fully developed.
- As new equipment and technology becomes available in the plant additional training may be required to maintain proficient technical skills.
- Required to work overtime for reliability related issues on an as-needed basis
- Required to work on weekend for reliability related issues on an as-needed basis
- May be required to work on holidays for reliability related issues on an as-needed basis
- Required to work hours other than daylight for reliability related issues on an as-needed basis
- Required to work around hazardous chemicals
- Required to work in all weather conditions such as heat, humidity, and rain in the summer and cold, snow and ice in the winter
- Required to work in a noisy environment
- Required to work around moving equipment and heavy machinery
- Required to wear safety equipment such as earplugs, helmets, goggles, protective clothing, steel-toed shoes, and on occasion, breathing apparatus
- Required to sit, stand or walk for extended periods of time
- Required to bend, reach and safely lift objects weighing up to 80 pounds
- Required to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
- Required to quickly make coordinated movements of one hand, a hand together with its arm, or two hands to grasp, manipulate or assemble objects
- Required to climb or working in high places
- Required to work in tight or closed-in spaces
- Other items as required by the position Physical Demands Analysis
- Other items as determined by Management
**Tools and Equipment:**
Maintenance/Process reliability related instruments and tools, calculator, basic hand tools, personal computer and relevant software, cleanup tools and equipment, and other tools and equipment as necessary.

**Career Architect Skill Profile**

**Key Competencies**

#5 Business Acumen  
#12 Conflict Management  
#16 Timely Decision Management  
#20 Directing Others  
#21 Managing Diversity  
#28 Innovation Management  
#34 Managerial Courage  
#36 Motivating Others  
#47 Planning  
#51 Problem Solving  
#53 Drive for Results  
#57 Standing Alone

**Source of Supervision:**

Site Reliability Process Leader

**Supervises:**

DIRECTLY:

INDIRECTLY:

This position description is not intended to be all inclusive. Incumbents will be cross-trained and expected to perform other department responsibilities as needed. This position description is also not a written or implied contract and can be revised by the Company if necessary.

11/01/13
PHYSICAL REQUIREMENTS OF THE JOB
Based on Essential Functions

Job Title: Reliability Coordinator

Instructions: Check the appropriate categories relating to each job and fill in information as indicated by blanks where required. Indicate what/how/why details as needed for full understanding.

**This job requires the following physical activities and abilities:**

- Lifting heavy, awkward or fragile objects as described below:
  - How Heavy? ______  How Often?

- Carrying  Distance?  Frequency?

- Transporting  by means of

- Reaching work surfaces (height/depth)  Frequency?

- Walking or moving from one level to another by stairs or steps
  - Describe: Collecting equipment data.  Frequency? Daily

- Hearing  (what)  Safety Implications?

- Communicating  (what/how)

- Seeing  (what/why)

**This job also requires using or operating the following equipment:**

- Computer or keyboard equipment

- Reference Manuals, Notebooks or Microfiche/film

- Files or storage cabinets

- Other equipment, machinery or tools

**Comments:**