Campus Services and Stewardship

Maintenance Planner
Position Description

Job Title: Maintenance Planner	**Position Title:** Maintenance Planner
Reports to: CUP Maintenance Manager	**% Effort or Wkly Hrs:** 100%
Department: Campus Services and Stewardship, Central Utilities Plant	**Date:** November 2026

Campus Services and Stewardship Overview

Campus Services and Stewardship (CSS) stewards MIT's built environment, from design and construction to maintenance, operations, and sustainability. With more than 750 employees, CSS ensures that MIT's 205 buildings, including 20 residence halls and 13.9 million square feet of space, operate efficiently, safely, and sustainably in support of the Institute's education and research mission.

CSS manages MIT's district energy system and supports a multi-billion-dollar capital renewal program guiding long-term campus investment. CSS operates in a high-volume, decentralized financial environment supported by a complex ecosystem of enterprise, commercial, and custom systems with significant integration dependencies across finance, operations, and asset management.

The Central Utilities Plant Team manages the operation and maintenance of the Central Utility Plant (CUP), a cogeneration facility that anchors the district energy system supporting MIT's campus. The team's work includes improving plant efficiency, reliability, and performance with a focus on safety and the environment. By providing the necessary power, cooling, and heating to campus buildings, the CUP is the cornerstone of campus resiliency and sustainability, ensuring that utilities continue without interruption to protect campus research and occupant comfort.

Position Overview

Under general direction from the Maintenance Manager, the Maintenance Planner is responsible for scheduling corrective, preventive, predictive, and equipment outage maintenance work orders utilizing the notification and work order management system. Will assist the Maintenance Manager and Maintenance Supervisor by ordering repair parts, maintaining the critical spare parts inventory, providing contract and purchase order support with outside vendors for materials and services as well as ensuring outside vendors are compliant with MIT CUP's Safety Orientation Policy. While utilizing the Computerized Maintenance Management System (CMMS), the Planner will work closely with the Maintenance Manager and Maintenance Supervisor to develop and schedule preventive maintenance (PM) work plans, review notifications and schedule corrective work orders with CUP maintenance personnel and/or contractors, accordingly.

Principal Duties and Responsibilities (Essential Functions)

- Responsible for efficient planning/scheduling of all maintenance activities at the CUP for maintenance personnel and contracted maintenance/repair services using the CMMS system.
- Uses CMMS to plan and schedule maintenance activities for internal resources and contracted services and to manage the work order backlog.
- Employs preventive and predictive maintenance to ensure reliability of the Central Utility Plant.

- Prioritizes work in consultation with the CUP Management Team, considering critical systems and equipment requirements, production needs, and work-order age.
- Collaborates with the Maintenance Supervisor in coordinating maintenance efforts with plant operations to ensure long-term reliability while simultaneously meeting production requirements.
- Establishes contingency work priorities for forced outage situations.
- Develops maintenance metrics and provides regular reports to support planning, scheduling, and reliability decisions.
- Facilitates the procurement of parts and equipment necessary to support all identified maintenance.
- Identifies the necessary tooling needed for repair and researches vendor technical instructions for repair work.
- Through the CMMS, implements the preventive maintenance program, including equipment failure records, and providing trend information to the Maintenance Manager.
- Administers a maintenance plan that ensures electrical and mechanical equipment is serviced and maintained in accordance with vendor recommendations and procedures.
- Communicates within the department, Institute, and with outside contractors and agencies in a readily understandable manner.
- Coordinates the required cybersecurity prequalification review for vendors and contractors and verifies completion before services are performed at the CUP.
- Ensures proper records are maintained for departmental use (e.g., insurance audits, historical data, etc.)
- Other duties and responsibilities as assigned.

Supervision Received

Supervision is received from the Central Utilities Plant Maintenance Manager.

Supervision Exercised

None.

Qualifications & Skills

Required

- Bachelor's degree in engineering or a related field.
- Minimum 5 years of trade, construction, engineering or maintenance experience and an in-depth understanding of preventive and predictive maintenance practices and principles.
- Experience using CMMS software.
- Ability to establish effective working relationships within and between work groups and communicate effectively, both orally and in writing.
- Ability to work collaboratively and foster a positive work environment in a team-centered organization.
- Excellent interpersonal skills in order to represent the department in the overall MIT Community.
- Ability to move objects weighing 20 to 100 lbs.
- Ability to traverse long distances or moving from site to site.
- Ability to use arms and/or legs to push, pull and lift objects.

Preferred

- SAP experience.
- Experience in an operating power plant, manufacturing, pharmaceutical or hospital environment.

Additional Requirements

The Central Utilities Plant staff may be subject to extreme variations in noise levels, temperatures/spaces or be exposed to outside environmental conditions with temperatures below 32 or above 100 degrees for more than one hour. Staff may be subject to hazards including proximity to mechanical parts, electrical current, or exposure to high heat or chemicals.