JOB DESCRIPTION

Maintenance and Operations Planner/Scheduler I (Flex)

Maintenance and Operations Planner/Scheduler II

Code Number: 40013, 40014

GENERAL PURPOSE

Under general supervision, develops work plans and schedules the work for Mechanical Services, Field Services, Electrical Services, and Water Operations; interacts and coordinates with managers and supervisors to develop work plans and schedules that are thoroughly coordinated with other departments and ensures required materials, tools, equipment, and personnel are available; uses a computerized maintenance management system to maintain and track maintenance related records for equipment and repair job histories, work activities, preventative maintenance schedules, facility logs, and material usage; generates a variety of maintenance performance reports to optimize/prioritize resource allocation; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Maintenance and Operations Planner/Scheduler I is the entry level class in the Maintenance and Operations Planner/Scheduler series. Initially under close supervision, incumbents perform the more routine duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Maintenance and Operations Planner/Scheduler II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Maintenance and Operations Planner/Scheduler II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Maintenance and Operations Planner/Scheduler I by the relative independence with which duties are performed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

Confers with Mechanical Services, Field Services, Electrical Services, and Water Operations staff to determine maintenance needs and develop a coordination program;
coordinates shut downs; obtains technical information, plans, sketches, and written instructions; defines the scope and estimates time, labor, equipment, and materials needs as well as safety equipment, permits, and/or plans for specific maintenance projects and prepares appropriate corrective or PM work orders.

May perform field inspections and investigations.

Meets with inspectors to schedule construction orders.

Develops repair plans for maintenance divisions by reviewing work orders, clarifying intent with originators, determining scope of work for each job, and ensuring that repair parts and materials are received prior to commencement of jobs; coordinates and schedules multi-craft jobs with other divisions or outside services prior to commencement of work.

Collects work history and other information to ensure a current and complete record of work and site documentation in the division; interprets, prepares, and updates a variety of charts, graphs, records, correspondence, and reports.

Develops preventative and predictive maintenance plans/requirements for equipment by researching the manufacturer’s maintenance recommendations and making modifications suitable to District installation needs by field verification of special conditions; defines, compiles, and incorporates these maintenance activities in the computer maintenance management system.

Reviews and processes completed work orders for comments, variances, and completeness and accuracy; follows up as required with adjustments to maintenance practices or coordination with other District groups.

Prepares weekly, monthly, and annual activity reports; maintenance/project backlogs.

Guides the issuance and distribution of materials, supplies, parts, tools, and equipment; maintains the departmental inventory and non-inventory items by preparing purchase orders for supervisor or manager signature; orders materials and supplies from the warehouse or via open purchase orders; receives items for specialized orders; coordinates/organizes contracted services; coordinates with warehouse personnel to reduce excess warehouse inventory; makes recommendations regarding the consolidation and reduction of inventory and use of “Just In Time” inventory; develops or maintains moderately complex spreadsheets, graphs and charts in support of material use recommendations.

Assists in quality control by organizing follow-up, “critique” meetings with originators of corrective maintenance requests or improvement projects for project review and feedback.
Analyzes maintenance data and recommends improvement to division maintenance policies and procedures; organizes and participates in specialized programs such as improved methodologies and preventative/predictive maintenance programs; review plans and recommends improvements.

Analyzes and interprets complex data to prepare comprehensive maintenance reports including reports for South Coast Air Quality Management District (SCAQMD), site histories, work histories, labor hours, and material costs.

Uses CMMS to plan and schedule work orders.

Receives and responds to questions from internal and external customers.

Schedules outside contractors for State emission testing, cranes, vibration analysis and asbestos removal.

Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

Principles and methods of effective maintenance planning and scheduling; computer equipment and advanced uses of District databases, spreadsheets, and related software; a wide variety of water works materials, equipment, products, supplies and their related applications including processes used in the electrical, electronic, mechanical, and construction trades and water/wastewater operations; methods and terminology; basic practices, procedures, and nomenclature used in engineering or vendor drawings; basic principles, practices, and procedures of inventory management and control; District facilities; Purchasing Department policies; effective principles of sound business communication; and principles and practices of good interpersonal skills.
Ability to:

Plan, organize, inspect and evaluate preventative/repair maintenance needs; read and understand construction drawings and blueprints; predict time frames required to complete a full range of maintenance or repair related jobs; analyze complex maintenance problems and evaluate alternatives and recommend effective courses of action; develop and recommend work standards; prepare clear and concise records, reports, and other written materials; exercise independent judgment within established guidelines; interact with maintenance division supervisors and field personnel and others encountered in the course of the work; retrieve and analyze data in a computer data base; organize data and set priorities; prioritize and schedule work; establish and maintain effective working relationships with those contacted in the courts of work; follow and apply written and oral work instructions.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of journey level mechanical, electrical, water/wastewater operations, engineering support, or construction experience providing familiarity with materials and equipment used in waterworks maintenance and construction projects; or an equivalent combination of training and experience.

A Maintenance and Operations Planner/Scheduler I may be considered for advancement Maintenance and Operations Planner/Scheduler II after demonstrating proficiency in performing the full range of support functions assigned to this class.

Typically, a Maintenance and Operations Planner/Scheduler I is expected to be capable of meeting the proficiency criteria within a 12 month period, depending on an individual's prior experience and progression in performing the full range of duties as described in the establish performance criteria.

Licenses; Certificates; Special Requirements:

A valid California Driver’s License, Class C with appropriate endorsements, and the ability to maintain insurability under the District’s Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to walk, stand, sit, talk, and hear. The employee must occasionally climb, balance, stoop, kneel, crouch or crawl, and lift/move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze information or new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations, and the public. The employee occasionally is required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee normally works under typical office conditions. The employee is occasionally exposed to outside weather conditions and wet and/or humid conditions. The noise level is normally quiet.

FLSA DETERMINATION: Non-exempt.
FLEX REQUIREMENTS

Maintenance and Operations Planner/Scheduler II
Maintenance and Operations Planner/Scheduler I (Flex)

LENGTH OF TIME REQUIRED

A Maintenance Operations Planner/Scheduler I may advance or “flex” to the Maintenance and Operations Planner/Scheduler II class after a minimum of 12 months of experience in the Maintenance and Operations Planner/Scheduler I/II class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Maintenance and Operations Planner/Scheduler I must also demonstrate proficiency to perform the full range of duties as described in the Maintenance Planner/Scheduler I/II job description. This includes demonstrating proficiency in the effective planning of maintenance jobs including the skills of job investigation, material identification, plan development, job history time estimate, and follow-up; a thorough knowledge of the crafts skills related to his/her planning assignment in addition to crafts skills of related work; knowledge of the District's facilities, including locations and purpose of use; demonstrated skills in communication and interpersonal relationships; effective use of computer programs and other organizational tools.