



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Maintenance and Operations Planner/Scheduler I/II
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GENERAL PURPOSE

Under immediate (Maintenance and Operations Planner/Scheduler I) to general supervision (Maintenance and Operations Planner/Scheduler II), develops work plans and schedules the work for operational divisions; 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 (CMMS) to maintain and track maintenance and repair related records; 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: This is the entry-level classification in the Maintenance and Operations Planner/Scheduler series. Initially under close supervision, incumbents learn and perform routine development of work plans and schedule work for operational divisions. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Maintenance and Operations Planner/Scheduler II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Maintenance and Operations Planner/Scheduler II: This is the fully qualified journey-level classification in the Maintenance and Operations Planner/Scheduler series. Positions at this level are distinguished from the Maintenance and Operations Planner/Scheduler I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Maintenance and Operations Planner/Scheduler I) or general (Maintenance and Operations Planner/Scheduler II) supervision from assigned supervisory and management personnel. Exercises no direct supervision over staff.

TYPICAL 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 this position.

Positions at the Maintenance and Operations Planner-Scheduler I level may perform some of these duties and responsibilities in a learning capacity.

- Confers with operational division staff to determine maintenance needs and develop a coordination program; obtains technical information, plans, sketches, and written instructions; coordinates shut downs.
- Defines the scope and estimates time, labor, equipment, and material needs as well as safety equipment, permits, and/or plans for specific maintenance projects and prepares appropriate corrective or preventive maintenance 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.
- Uses CMMS to plan and schedule work orders; 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; coordinates/organizes contracted services; schedules outside contractors for State emission testing, cranes, vibration analysis and asbestos removal; reviews and processes completed work orders for comments, variances, and completeness and accuracy; prepares weekly, monthly, and annual activity reports.
- 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 maintenance activities in the

CMMS; follows up as required with adjustments to maintenance practices or coordination with other District groups.

- 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 and oversees the issuance and distribution of materials, supplies, parts, tools, and equipment; coordinates with warehouse personnel to reduce excess warehouse inventory and 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.
- 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.
- Receives and responds to questions from internal and external customers.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Maintenance and Operations Planner/Scheduler I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles and methods of effective maintenance planning and scheduling.
- Operational characteristics of CMMS.
- 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.
- Basic practices, procedures, nomenclature, methods, and terminology used in engineering or vendor drawings.
- Methods and techniques of evaluating systems data and generating reports.
- Principles, practices, and procedures of inventory management and control.

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Last Update: March 2020

- District procurement policies and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

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 maintenance problems and evaluate alternatives and recommend effective courses of action.
- Retrieve and analyze data in a computer data base.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Maintenance and Operations Planner/Scheduler I: One (1) year of experience providing technical support to a mechanical, electrical, water/wastewater operation, engineering support, or construction maintenance program.
- Maintenance and Operations Planner/Scheduler II: Three (3) years of progressively responsible experience providing technical support to a mechanical, electrical, water/wastewater operation, engineering support, or construction maintenance program, or two (2) years as a Maintenance and Operations Planner/Scheduler I with the District.

Education:

- Maintenance and Operations Planner/Scheduler I/II: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in mechanical, electrical, water/wastewater operations, engineering support or construction program maintenance.

Licenses/Certifications:

- Maintenance and Operations Planner/Scheduler I/II: 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 DEMANDS

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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

When required to go into the field, must be able to sit, stand, and walk on level, uneven or slippery surfaces, to climb and descend ladders, and to operate a motor vehicle and visit various District sites. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

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.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Maintenance and Operations Planner/Scheduler class series are flexibly staffed; positions at the Maintenance and Operations Planner/Scheduler II level are normally filled by advancement from the Maintenance and Operations Planner/Scheduler I level; progression to the Maintenance and Operations Planner/Scheduler II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Maintenance and Operations Planner/Scheduler II level.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Maintenance and Operations Planner/Scheduler I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____