

JOB DESCRIPTION
Supervising Maintenance and Operations Planner/Scheduler
Code Number: 40018

GENERAL PURPOSE

Under general direction, coordinates, plans and schedules the work of the staff assigned to the CMMS Administration Division of Maintenance and certain individuals from other departments; coordinates with the CMMS staff to develop work plans and schedules that are thoroughly coordinated with other departments in order to optimize resource allocation; provides a variety of field and office related operations related to asset management including asset data gathering, equipment tagging/moving and the development of location systemic and equipment hierarchies; uses a computerized maintenance management system (Maximo) 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 resource allocation; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class provides first-line supervision, technical assistance and training to the CMMS Administration staff while performing the duties of a Maintenance and Operations Planner/Scheduler for the Electrical Services Department. Incumbents are responsible for assisting the manager in formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities and scheduling work for others.

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.

Supervises and provides technical assistance to CMMS staff; participates in the selection and training of department staff; plans and evaluates the performance of assigned personnel; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary

action to address performance deficiencies, in accordance with District personnel rules, policy and labor contract provisions.

Processes all new orders for Electrical Services Department including assigning work priority, investigating scope of work, estimating craft time, material, safety and permit requirements as well as coordinating with other departments, as necessary.

Performs field inspections and investigations, confers with Maintenance, Operations, and Engineering staff to determine plant maintenance needs and develops a coordination program; provides technical expertise for field crews encountering equipment and personnel needs; obtains technical information, plans, sketches, and written instructions; 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 authorizes or prepares appropriate corrective or PM work orders; administers varied equipment rental and service contracts for Division support and verifies work performed and compliance with defined standards and contract provisions prior to payment.

Provides day-to-day leadership and works with staff to ensure a high performance, customer-oriented work environment that supports achieving the department's and the District's strategic plan, mission, objectives and values.

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 insure 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; provides assistance to maintenance and other staff during emergency or similar situations.

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

Reviews completed work orders for comments, variances, and completeness for proper closeout; 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; completes and maintains records including preventative maintenance forms and inspection forms, daily work sheets and service sheets documenting work performed to build a data base for the computerized maintenance management system (CMMS).

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.

Maintains all as-built, schematic drawings including updating Maps & Records on any changes made by maintenance divisions.

Implements and maintains databases and hard files; generates reports and data runs; analyzes equipment records, equipment histories, asset record data, and similar information for accuracy and completeness and makes corrections as necessary to assure data quality.

Assists in quality control by organizing follow-up, "critique," meetings with originators of corrective maintenance requests or improvement projects for project reviews 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 site histories, work histories, labor hours, and material costs.

Performs related duties as assigned.

BALDRIGE RELATED DUTIES

Supports application of Malcolm Baldrige principles in the oversight of operations within the business unit.

Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.

Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.

Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of employee supervision, including selection, training, work evaluation and discipline; principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards; principles, methods and equipment used in installation, maintenance and repair of electrical and electronics equipment and devices common to a large water works system; practices, methods, techniques, tools and equipment used in the maintenance and repair of electronic and computer-based process control, supervisory control and telecommunication systems and equipment common to a large public utility, including those used for automated process control; safety practices, safe work methods and safety regulations pertaining to the work; Safe Drinking Water Act and relevant state and federal regulations; codes, ordinances and regulations pertaining to the work; 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; methods and terminology; basic practices, procedures, and nomenclature used in engineering or vendor drawings; basic principles, practices, and procedures of inventory management and control; Purchasing Department policies; effective principles of sound business communication; and principles and practices of good interpersonal skills and critical thinking; District personnel rules, policies and labor contract provisions; principles of effective supervision.

Ability to:

Plan, organize, prioritize, inspect and evaluate preventative/repair maintenance needs of mechanical equipment; predict time frames required to complete a full range of maintenance or repair related jobs; analyze complex maintenance problems, 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 and initiative within established guidelines; interact with maintenance division supervisors and crew leaders and others encountered in the course of the work; retrieve and analyze data in a computer data base; plan, organize, estimate, coordinate, assign, review and evaluate the work of others; select, motivate and evaluate staff and provide for their training and development; identify and implement effective courses of action to complete assigned work; establish and maintain effective working relationships with those contacted in the course of work.

Baldrige Based Knowledge and Abilities**Knowledge of:**

Principles of managing by fact and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit

Ability to:

Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures

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 six years of journey-level water works or similar industrial electrical and/or electronics maintenance and repair experience, of which two years should include responsibility for leading the work of

others; or an equivalent combination of training and experience. College-level or advanced technical training in the electrical or electronics field is highly desirable

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 occasionally works in extreme outside weather conditions, near moving mechanical parts, in precarious places and is exposed to wet and/or humid

conditions, vibration, and street/road traffic. The employee is also occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, sewage, and risk of electrical shock. The noise level in the field work environment is frequently loud.

FLSA DETERMINATION: Meets executive exemption from overtime.