



Planner Scheduler

Class Code:
311

DEFINITION

Under direction of the Facilities Maintenance Supervisor proactively plans, schedules, coordinates, monitors, and evaluates a broad spectrum of preventive, predictive, and corrective maintenance work for the Facility Maintenance Division; assists in identifying and recommending training needs, equipment needs, specifications, and standards required to maintain consistent maintenance practices; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Planner Scheduler is an advanced, journey-level classification. Under direction, within a framework of established policies and procedures, incumbents are fully qualified to plan and schedule maintenance and repair activities at the District's water treatment plants, storage facilities, booster stations, regulator stations, wells, take-offs, creek facilities, headquarters, and other facilities requiring broad knowledge of multi-craft skills. Assignments are given in general terms and are subject to periodic review while in progress and upon completion by the Facilities Maintenance Supervisor.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans and schedules maintenance and project work based on criticality, workload, skill sets, and available parts; inspects work locations; uses the computer, Enterprise Asset Management System, and other resources to develop plans.
- Plans and schedules maintenance and repair work for the District's facilities.
- Prioritizes and coordinates activities between operations and maintenance with other District staff, contractors, vendors, and other agencies as required.
- Identifies work requiring engineering design and reviews them with the Facility Engineering Section.
- Stays abreast of activities on District projects that are related to facilities maintenance projects and uses this information in planning and scheduling work activities.
- Coordinates equipment removal and installation with District staff and contractors during work on installations and modifications to existing District facilities.
- Assists in developing technical specifications for outside services.
- Reviews and updates assets, inventory, and preventative maintenance job plans including

the creation of a bill of materials for routine preventative maintenance and charging parts to the correct job or work order.

- Advises supervisor of critical and continuing maintenance, coordination, and scheduling issues and recommends sound solutions for efficient resolution.
- Assists in the development of a warehouse plan for maintenance parts, supplies, materials, and recommended inventory levels and documentation; utilizes enterprise asset management software for inventory administration.
- Schedules the repair, calibration, and replacement of equipment and tools as necessary.
- Assists in identifying and recommending training needs, equipment, specifications, and standards to help maintain consistent maintenance practices throughout the District.
- Assists in determining crew, equipment, and materials needed for tasks and projects.
- Performs data gathering and reporting activities; suggests and participates in reporting and analysis needs; sets up and prepares special and periodic reports of maintenance activities; produces schedules, charts, and backlog reports for maintenance supervisor and division manager as assigned and requested.
- Tracks all equipment information, including spare parts and documentation.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a high school diploma or its equivalent; and at least five (5) years of journey level trade experience in the repair and maintenance of industrial facilities, preferably related to water treatment, storage, and distribution facilities.

Knowledge, Skills, and Abilities:

Knowledge of: standard methods, practices, tools, equipment, and materials related to the repair and maintenance of mechanical, electrical, and instrumentation equipment used in water treatment and distribution facilities; preventive maintenance principles and practices; planning methods and tools, including specialized work order, planning, and scheduling software; basic resource allocation practices to ensure efficient utilization of staffing resources; applicable federal, state, and local regulations, laws, guidelines, and District policies and procedures related to water treatment and distribution systems and operations; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: read, understand, and interpret plans, specifications, drawings, piping and

Planner Scheduler

instrumentation diagrams, and other technical and specialized information; proactively plan and schedule maintenance work and accurately estimate materials, labor, and equipment costs; inspect work locations and equipment to determine work to be performed; coordinate work activities of a variety of trades to meet preventive, and corrective maintenance needs; follow up on scheduled activities to monitor, document, and analyze results; assist in implementing an asset management program; use a computer to enter, manipulate, analyze, and extract data and to design and prepare a variety of reports; make accurate mathematic calculations; demonstrate leadership skills and be self-motivated; maintain attention to detail and follow through amid interruptions and changing priorities; demonstrate flexibility and create structure to adapt effectively to changing conditions; modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- Must possess a valid California driver's license and maintain a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential functions of the job require the ability to sit for extended periods of time when performing office tasks; to reach above or below shoulder height; finger dexterity to operate a computer and other office equipment; to speak and hear in person and on the phone; to see sufficiently to perform assignments; to periodically drive a vehicle from site to site to conduct inspections under a variety of climatic and geographic conditions in a field environment with potential exposure to machinery with moving parts, loud noise, chemicals, fumes, and other environmental substances.

Revised: 07/12, 11/21

Approved: _____
Human Resources/Risk Manager