



Office of Human Resources
Maintenance Planner - CA3115
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General Statement of Duties

Performs full performance professional work to prepare, plan, schedule, and estimate facility capital projects including oversight of improvements, preventive maintenance, and construction projects to ensure resources are utilized appropriately and sustainably. Performs analysis of needs, resources, and performance data including costs for inventory, assets, and labor for employees and contractors to estimate and forecast needs and prepare recommendations to management.

Distinguishing Characteristics

The Maintenance Planner is distinguished from the Maintenance Liaison which assists in the administration and coordination of maintenance and scheduling of agency or department facilities and/or mobile equipment. This class is distinguished from the Cost Estimator Analyst, which performs full performance level professional analytical work in providing rough order of magnitude and detailed cost estimates and schedules for conceptual and issued-for-construction designs.

Level of Supervision Exercised

None

Essential Duties

Analyzes, estimates, and defines detailed requirements for total labor, materials, special tools, equipment, and skill sets for all work and communicates this information to stakeholders. Assesses and recommends complex maintenance needs with operational functions to minimize downtime which may include on-site inspections of machinery and structures. Researches projects and provides recommendations based on subject matter expert interviews, reports, drawings, plans, and other resources.

Identifies and determines detailed material and equipment needed and availability in stores. Prepares store requisitions and allocates material to work orders or recommends alternatives based on historical usage analysis. Determines reorder points for stock items based on analysis, demand, and lead time for products and delivery. Forecasts inventory needs with the goal of reducing inventory levels while still maintaining adequate supply to fill orders.

Manages and tracks work progress through a computerized maintenance management system (CMMS) or other work order system. Reviews, corrects, approves, and confirms all CMMS or other work order system data. Assists in the design of data management systems and programs used in the updating and monitoring of project plans, costs, status and schedules.

Establishes and plans maintenance and repair schedules for routine and preventive maintenance to ensure uninterrupted operation of systems. Develops, recommends, and approves new preventive maintenance procedures as required to adjust to changes in system operations, uses patterns and new developments in maintenance and materials technologies and maintenance work orders by creating and maintaining job plan libraries.

Plans and assigns work of crews to maximize efficiency and cost-effectiveness. Prepares job plans and coordinates the use of skilled and unskilled staff. Monitors and oversees work progress and investigates delays and backlogs in completion and keeps the supervisor and management informed through periodic reports. Analyzes work activities and methods and develops recommendations to improve work methods and operations.

Consults, analyzes, and coordinates routine non-emergency work requirements for clients. Verifies estimates for all materials, information, tools, and labor are available prior to scheduling. Develops schedules based on priorities and workforce availability and makes recommendations to the supervisor.

Serves as a technical resource for work teams in the field handling multiple analytical, planning projects, or programs involving a combination of analysis, planning, coordination, implementation, and oversight.

Establishes and maintains records of equipment maintenance histories, duration, and cost. Creates and analyzes reports to ensure assets are properly maintained. Tracks funds for capital projects and reporting requirement activities. Presents records as needed for compliance audits.

Creates and analyzes complex reports for Section Managers and Senior Level Management. Creates KPI's and dashboards for Asset Management monthly and annual analytics.

Assesses and resolves facility compliance issues related to OSHA, ADA, building and fire code and ordinances.

By position, provides department support during snow events including operating snow equipment.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Problem Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Knowledge & Skills

Knowledge of related automated systems including computerized maintenance management system (CMMS), CAD applications, and Microsoft Office Suite.

Knowledge of principles, methods and materials used in the installation, repair, and maintenance of a variety of facilities systems.

Knowledge of OSHA, ADA, and state and local building and fire codes and ordinances.

Knowledge of project coordination and planned maintenance programs.

Knowledge of mechanical drawings, electrical schematics, blueprints, and process control documents.

Knowledge of current engineering and equipment maintenance terminology.

Knowledge of safety procedures and practices associated with equipment and electrical maintenance.

Knowledge of inspection methods.

Knowledge of planning techniques and principles.

Knowledge of scheduling techniques and principles.

Skill in using initiative and independent judgment within established procedural guidelines.

Skill in contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.

Skill in the use and care of the tools and equipment used in the maintenance of machinery and equipment.

Skill in planning, scheduling, and coordinating maintenance activities.

Skill in following work assignments through to completion.

Skill in preparing clear and concise reports.

Skill in establishing and maintaining effective working relationships with those contacted during work.

Skill in oral and written communications skills.

Skill in problem-solving skills.

Skill in basic mathematical principles.

Education Requirement

Bachelor's Degree in Construction Management, Facilities Management, Fleet Management, or a related field.

Experience Requirement

Three (3) years of operations and maintenance experience including project management and proficiency using a computerized maintenance management system used for planning and scheduling maintenance activities in industrial settings.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education for all classifications.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, a valid Driver's License may be required as a condition of employment.

Working Environment

Potential exposure to cold weather conditions (indoor/outdoor).
Pressure due to multiple calls and inquiries.
Subject to long, irregular hours.
Subject to many interruptions.

Level of Physical Demand

2-Light Work (10 - 20 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Carrying: transporting an object; usually by hand, arm, or shoulder.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.
Reaching: extending the hand(s) and arm(s) in any direction.
Sitting: remaining in the normal seated position.

Background Check Requirement

Criminal Check
Employment Verification
Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-808
FLSA Code: Y
Established Date: 12/23/2018
Established By: BM
Revised Date:
Revised By:
Class History: