



Planner/Scheduler

Department: AWP

FLSA Status: Non-Exempt

Salary Grade: 30

SUMMARY DESCRIPTION

Under the direct supervision of the Maintenance Supervisor, incumbent is responsible for utilizing a computerized maintenance management system (CMMS) for coordinating the planning and working with Supervisors to schedule maintenance, repair, installation and overhaul of plant equipment, to minimize downtime and impact on production, including electrical and instrumentation equipment, of the Advanced Water Purification Facilities (AWPF) which includes a 16 MGD Class 5 Water Reclamation Facility (WRF), associated Solids Handling Facility (SHF), Energy Recovery Facilities (ERF), a 12.5 MGD advanced treatment facilities, appurtenant wastewater pump stations and conveyance facilities, product water pump station, and remote dechlorination facility maintaining the CMMS and all data within; documenting plant maintenance; providing Inventory Management services by ensuring the necessary tools and parts are available; planning, scheduling, and assisting in any projects related to the upgrade of the AWPF; acts as the department purchase processor; and any other duties as assigned.

ESSENTIAL DUTIES

1. Uses CMMS to develop a daily work schedule to secure adequate resources to complete preventative, predictive, and planned maintenance.
2. Maintains all plant equipment records in CMMS and coordinates all maintenance work including planned and unplanned work through CMMS. This includes follow-up to ensure all labor hours, materials, and necessary notes or procedural changes associated with the work are accurately recorded within CMMS.
3. Frequently coordinates with Information Systems and serves as CMMS subject matter expert; assists with database development, including procurement and integration; gathers and administers information for asset creation; creates new asset records; creates new numbers, codes, and descriptions; deletes unused numbers and records; creates loop numbers and loop tag number assets; creates and deletes preventative maintenance schedules.
4. Ensures consistency and accuracy of CMMS data; maintain system codes, asset information, master loop and loop tag numbers, reactive, preventative and predictive maintenance schedules, P& ID drawings, instrument calibration schedules, O&M Manuals, Standard Operating Procedures, service requests, and work order histories.
5. Prepare monthly, quarterly, yearly and other reports as required and requested; develop and schedule reports; develop and run Excel spreadsheets and queries; develop and track

maintenance key performance indicators; develop and track costs to budget and associated reports. Assist with integration of CMMS data into Intelligent Water Systems and advanced technologies to optimize operations.

6. Coordinates with and assists Engineering and Compliance Manager to participate in renewal and replacement and capital improvement projects; create new records; coordinate with AWWPF staff, and consultants on diagrams, area reconciliation; and record drawings as necessary for identification and upgrades.
7. Participate in software development; create new information screens; make changes to existing screens; review other software packages and the integration of multiple data sources.
8. Acts as department purchase processor. Maintains spare parts inventory. Communicates directly with maintenance and operations teams regarding parts required and inventory levels needed to complete all scheduled Work Orders. Works with staff to control spare part usage to maximize inventory control through regular turnover, without using critical spares for routine maintenance, and reducing maintenance costs. Coordinates with administrative assistant to purchase spare parts.
9. Coordinates with Supervisors to schedule maintenance activities such as inspections, instrument calibrations, and equipment preventive maintenance and validation assessments along with coordinating project workload.
10. Coordinates with Supervisors to prepare and maintain a weekly maintenance schedules, work orders, and verify completed work orders.
11. Plans all activities associated with planned plant outages under the direction of the Supervisors to provide for maximum use of available resources.
12. Recommends the need for and aid in securing the scheduling of outside resources on an as needed basis.
13. Advises when a scheduled maintenance downtime should be rescheduled and communicate and coordinate new plan.
14. Communicates regularly with O&M to be aware of engineering projects.
15. Provides input to management and suggests improvements for efficiency.
16. Responsible for notifying Maintenance Supervisor of any problems or issues with inventory, planning and scheduling.
17. Provides administrative support to supervisors as needed.
18. Use CMMS to request and track mechanical and electrical operations and maintenance data.
19. Attends and participates in professional group meetings; stays abreast of new trends and innovations in maintenance and incorporates into procedures as appropriate.
20. Performs other duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Basic principles and practices of computer science and information.
2. Programmatic methods, practices, procedures and materials used in installing maintaining and repairing systems and equipment including preventative, corrective, and predictive maintenance techniques for water and wastewater systems.
3. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases including operational characteristics of database systems.

4. Personal computer and hardware components.
5. Computer literacy skills including word processing, spreadsheets, databases, email, and calendaring/organizer functions.
6. Basic methods and techniques of troubleshooting information systems hardware and software problems.
7. Principles and practices of record keeping
8. Mathematical principles.
9. Principles of basic report preparation.
10. English usage, spelling, grammar and punctuation.
11. Machine shop operation and safety
12. Principles and practices of construction;
13. Mechanical drawings, electrical schematics, blueprints, and process control documents
14. Industry maintenance procedures and safety
15. Contract administration;
16. Hoisting equipment operation and safety
17. Capabilities, limitations, and functions of Computerized Maintenance Management Systems (CMMS)
18. Water/Wastewater operations and maintenance

Skills/Abilities:

1. Perform a variety of technical duties involved in database development and administration functions.
2. Read, interpret, and understand plans, schematics, technical manuals, diagrams, blueprints and drawings.
3. Operate office equipment including computers, printers, and other peripheral equipment.
4. Utilize supporting word processing, spreadsheet, and database applications.
5. Install, configure, troubleshoot and/or repair basic computer hardware and software problems.
6. Respond to and identify user computer related problems.
7. Communicate technical information to a wide variety of users.
8. Perform mathematical calculations.
9. Compile information and data from multiple sources.
10. Prepare clear and concise reports.
11. Develop and maintain dashboards for tracking key performance indicators.
12. Understand the organization, operation, and services of the AWPf and of outside agencies as necessary to assume assigned responsibilities.
13. Maintains cooperative working relationships.
14. Adapt to changing technologies and learn functionality of new equipment and systems.
15. Communicate clearly and concisely both orally and in writing.
16. Establish and maintain effective working relationships with those contacted in the course of work.
17. Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
18. Prioritizing and coordinating maintenance activities;
19. Managing multiple tasks and responsibilities;

Training/Experience Required:

1. High School Diploma or General Equivalency Diploma (G.E.D.);
2. Three (3) years' experience in water or wastewater operations and maintenance or as a Planner/Scheduler or Senior Mechanical Technician.
3. AA Degree in Computer Science, Computer Engineering, Database Management desired.
4. Certification from a technical/trade school desired.

Licensing Requirements:

1. Possession of a Valid California Driver's License at entry.
2. CWEA Plant Maintenance Mechanical Technologist Certificate Grade 2 at the end of the first year of service or within two test cycles of the hire date.

Safety Priorities:

1. Knowledge of: general office and field safety
2. Use and care of Personal Protective Equipment specifically related to fall protection, confined space work and chemical exposure
3. Proper body mechanics when moving materials, forklifts, loaders, crane/hoisting equipment
4. Defensive driving techniques
5. Safe storage and handling of hazardous chemicals
6. Safe use and care of hand and power tools
7. General emergency response techniques for hazardous chemical spills
8. HAZMAT Incident Command System and National Incident Management System (NIMS).
9. Understanding of Padre Dam's Safety Rules and Regulations and accident and injury reporting policies
10. Ability to complete safety training and work in a safe and efficient manner at heights and under other adverse conditions.

Physical Requirements:

1. Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and seeing.
2. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, heat, odors, dusts, gases, poor ventilation, chemicals, oils, inadequate lighting, workspace restrictions, intense noises, infectious substances, and travel.
3. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of forces constantly to move objects.

Classification History:

New 04/2023