DEFINITION
Under supervision, 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 other related work as required. Uses an enterprise asset management system as the primary tool to perform this work.

DISTINGUISHING CHARACTERISTICS
Planner Scheduler is an advanced journey-level classification. Under general supervision within a framework of established policies and procedures, incumbents are fully qualified to plan and schedule maintenance and repair activities for the District's fleet and 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, and ability to communicate effectively and efficiently with skilled, semi-skilled, professional and management staff. Assignments are given in general terms and are subject to periodic review while in progress and upon completion.

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 fleet.

- 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 engineering 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 asset inventory and preventative maintenance job plans including
the creation of a bill of materials for routine preventative maintenance.

- Advises supervisors of critical and continuing maintenance problems.

- Assists in the development of a warehouse plan for maintenance parts, supplies, materials and recommended inventory levels and documentation.

- Assists in identifying and recommending training needs, equipment, specifications, and standards to help maintain consistent maintenance practices throughout the District.

- Recommends and performs data gathering activities and reporting; suggests and participates in reporting and analysis needs, and sets up and prepares special and periodic reports of maintenance activities; produces weekly schedules, charts, and backlog reports for maintenance supervisor and division manager.

- 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:
High school diploma or its equivalent and at least five (5 years) of journey level trade experience in the repair and maintenance of 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.

Skill and Ability to: read, understand and interpret plans, specifications, drawings, piping and 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; work effectively in a team-based organization focused on continuous improvement; 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; communicate effectively both orally and in writing to technical
and non-technical persons, trades groups and management; establish and maintain effective working relationships with those contacted in the course of work; facilitate and accept suggestions and work to gain cooperation and to establish credibility with a wide variety of District personnel; and perform the essential functions of the job without causing harm to self or others

**Additional Requirements:**
- Must possess a valid California driver's license and have 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

Approved: [Signature]
Human Resources/Risk Manager