



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PLANNER/SCHEDULER

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 43 Job #: XA48
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JOB SUMMARY

This is the journey level position performing Planner/Scheduler job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized skills and job knowledge in area of specialization; adapts procedures, operations, techniques, tools, materials, and/or equipment to meet needs of planning and scheduling. Uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. Coordinates with other organizations.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: None

JOB DUTIES

1. Plans for maintenance work as it relates to plant shutdowns or construction and renovation work projects; schedules and coordinates work between work teams, trades specialties, and/or outside entities; conducts planning meetings.
2. Reviews manufacturer's recommendations, coordinates with other trades and disciplines to identify maintenance requirements, enters information into maintenance management database, and develops maintenance work plans. Coordinates with operations and maintenance to ensure availability of equipment and resources to complete maintenance tasks and projects. Advises management on maintenance planning and scheduling issues.
3. Schedules work, develops, and maintains all maintenance records and work histories, and prepares reports. Generates, monitors, records, and closes out work orders for required maintenance or emergency repairs and maintains the accuracy of the maintenance management database.
4. Analyzes and interprets complex data in preparation of comprehensive maintenance and ad-hoc reports.

5. Reviews maintenance records to identify patterns and chronic maintenance problems.
6. Collects, enters, and tracks equipment data in the maintenance management system.
7. Develops sketches and diagrams which may be required to clarify work.
8. Provides forecasting estimates and related information to budget coordinators.
9. Coordinates assistance of Environmental, Health, & Safety and other trades and disciplines as required by a maintenance activity or project and monitors progress.
10. Prepares documentation for environmental clearance to secure approvals for maintenance activities and projects.
11. Provides computerized maintenance management systems and processes training.
12. Performs other related Planner/Scheduler job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED) and five years journey level experience in a relevant trade or craft.

Required Knowledge of: Product types, commodities, and supplies used by utilities in maintenance projects; relevant applications, methods, and terminology; work tasks performed by various skilled trades and crafts; project management practices and procedures; utility system maintenance and operating procedures; applicable safety and health laws and regulations; maintenance management practices; and current office technology and equipment.

Required Skills and abilities to: Plan, schedule, organize, inspect, and evaluate maintenance needs; effectively use a computerized maintenance management system; analyze data, determine failure rates and trends, and recommend solutions; make calculations, including cost estimates for labor and materials; prepare clear and concise reports; read and understand schematics, diagrams, and engineering drawings; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- None

Job Title: Planner/Scheduler

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Adopted: 03/11/13

Revised:

Supersedes:

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Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements