

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: UTILITIES MAINTENANCE PLANNER

DEPARTMENT: PUBLIC WORKS

BASIC FUNCTION:

Under general direction to utilize a computerized work management system to plan and schedule work activities for water and wastewater field staff. Functional assignments include planning, scheduling and coordinating the material, equipment and personnel requirements for projects and work orders. Completed work is reviewed from an overall standpoint for proficiency and conformance to requirements, policies, procedures and work standards.

KEY RESPONSIBILITIES:

Plans and schedules the work of maintenance employees within a computerized maintenance management system; plans and schedules planned/unplanned work orders on a daily, weekly or longer term basis to maximize efficiency and enhance productivity.

Evaluates skills of employees in assigning the work; works with employees on process and interaction issues.

Regularly re-prioritizes work in response to emergencies, availability of parts and equipment and to make efficient use of maintenance staff.

Plans construction, maintenance and repair projects, including estimating materials, equipment and scheduling equipment and evaluating labor requirements; plans for safety requirements.

Identifies work to be performed by outside vendors; develops scope of work and work schedules.

Participates in developing and updating predictive, preventative and condition-based maintenance programs and criteria for installed operational equipment; reviews criteria and participates in monitoring and evaluating effectiveness.

Performs purchasing activities to acquire parts and equipment needed for work orders; shops availability of parts and materials, identifies sources and obtains vendor/contractor quotes; arranges for fabrication of parts for older technologies and supervises the Warehouse Technician.

Maintains data in the maintenance management system by entering and updating entity information; analyzes and regroups entities; tracks work orders to completion and archiving; prepares maintenance related reports.

Serves as technical resource for the associated trades, reviews plans to ensure they meet department standards and provide assistance regarding work methods and the resolution of difficult work problems.

Performs all work duties and activities in accordance with city policies and procedures.

Works in a safe manner and reports unsafe activity and conditions.

Follows citywide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring.

Performs related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Computer skills and knowledge of computerized maintenance management programs.
- Principles, practices, methods and equipment used in the construction, installation, maintenance and repair of water distribution facilities and equipment and wastewater collection/transmission facilities and equipment.
- Maintenance work order management and other applications related to the work; applicable codes, ordinances and regulations related to the work; Safe Drinking Water Act and relevant EPA regulations.
- Methods, practices and techniques of work order scheduling, with emphasis on computerized scheduling and tracking systems; methods, techniques and safety practices of the associated trades, which may include electrical operations and PLC control of pumps, motors, wells, reservoirs, chlorine systems and other equipment and machinery used in municipal operations and the material, equipment and tools used in their installation, servicing, maintenance and repair.
- Mechanical operations of pumps, motors, reservoirs, chlorine systems and other mechanical systems used in a water works system and the material, equipment and tools used in their construction, maintenance and repair.

Ability to:

- Plan, schedule and evaluate the quality and quantity of work needed to accomplish work group goals within set limits of time and cost.
- Determine staffing, equipment and materials required to complete work orders; operate computers and work order management systems to plan, schedule and monitor the completion of work orders and to generate applicable analyses and reports; coordinate assignments with other divisions, departments or agencies.
- Understand and follow oral and written instructions; prepare clear and concise records, reports and other written materials; establish and maintain effective relationships with those encountered in the course of the work.
- Operate and maintain hand and power tools pertaining to the work; read and understand blueprints, drawings, specifications and sketches pertaining to the work; perform journey-level duties as required; work independently and exercise sound judgment in performing duties.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical background would include:

Equivalent to the completion of the twelfth grade supplemented by course work or specialized training in assigned or related area, and supervision; and

Four years of increasingly responsible experience in the assigned area, including two years in a lead or supervisory capacity and a minimum of one year of supervisory experience of utility workers.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's License.

CWEA Collections Grade 1 Certificate.

California Department of Health Water Distribution Grade 1.

CWEA Mechanical Technologist Grade 1 Certificate.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments. The employee is frequently required to walk and stand to inspect work sites. The employee may be required to withstand hours of sitting, standing, walking and climbing.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematic data, narrative and statistical information and document; analyze and solve problems; use math and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and interact with staff, vendors, contractors, regulators, agencies, committees, organizations, entities and the public encountered in the course of the work.

The employee periodically works in the field, exposed to the outdoors and all weather conditions. Employee is occasionally exposed to fumes, dust, dirt, and construction site conditions. Employee is required to attend meetings and travel within and outside city limits during normal work hours and periodically on evenings and on weekends and at any time during emergency call outs.

This is an at-will management classification.

DATE APPROVED: June 3, 2014