

CLASS SPECIFICATION
Maintenance Planner/Scheduler

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, coordinates and schedules the material, equipment, labor, safety precautions, inventory items, tools, permits and related requirements for work orders and projects in public works construction, maintenance and repair; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class utilize a computerized work management system in planning and scheduling the activities and work orders for a maintenance section. Incumbents are responsible for planning, scheduling and coordinating the material, equipment and personnel requirements for the section's projects and work orders. Incumbents ensure that the maintenance management system is an accurate repository of facilities characteristics. Completed work is reviewed from an overall standpoint for proficiency and conformance to requirements, policies, procedures and section work standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans construction, installation, maintenance and repair projects for a public works maintenance section, including estimating the material, equipment and labor requirements; investigates and researches planned projects to determine necessary safety precautions, special tools and equipment, in addition to other special project requirements.
2. Coordinates projects and work orders with other sections, divisions, bureaus and agencies.
3. Assists and supports division management in developing and implementing the division's operational scheduling and support procedures and standards; conducts analysis and research in support of the establishment of work standards and procedures for the division; analyzes response time requirements, scheduling requirements, labor requirements and other job-specific requirements; conducts production and cost analyses, staff availability summaries and other statistical analyses on a routine basis; monitors production standards within the section.
4. Reviews and inspects completed projects and work orders to assess and evaluate material, equipment and labor requirements.
5. Assists division management in obtaining bids for subcontract work.
6. Provides technical assistance to staff.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and equipment used in the construction, installation, maintenance and repair of large public works systems.
2. Computer applications related to the work.
3. Codes, ordinances and regulations related to the work.
4. Methods, practices and techniques of work order scheduling, with emphasis on computerized scheduling and tracking systems.
5. Methods, techniques and safety practices of the assigned section.

Ability to:

1. Plan, schedule and evaluate the quality and quantity of work needed to accomplish work group goals within set limits of time and cost.
2. Coordinate assignments with other sections, divisions, bureaus or agencies.
3. Understand and follow oral and written instructions.
4. Prepare clear and concise records, reports and other written materials.
5. Establish and maintain effective relationships with those encountered in the course of the work.
6. Read and understand blueprints, drawings, specifications and sketches pertaining to the work.
7. Work independently and exercise sound judgment in performing assignments.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of journey-level experience in the work of the assigned section; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Some positions may be required to possess an appropriate Electrical License issued by the State of Oregon.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0964 PROGRAM SPECIALIST. Adopted: 07-01-92

Revised: 01-08-04 (corrected FLSA designation from non-exempt to exempt)

June 2009 - Change Job Class number from 7580 to 30000644, due to system change.