

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION MAINTENANCE PLANNER

DATE: 8/23/2016

JOB CODE: 21814

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GEN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general direction, provide professional level support to the change management process including evaluating and analyzing maintenance procedures and maintenance interfaces with all sections of the Water Reclamation (WR) division; develop and recommend revisions to the procedures and interfaces to optimize efficiency; provide management of the workload control segment of the Computerized Maintenance Management System (CMMS); plan, schedule, coordinate, and monitor work in accordance with established priorities, staffing, parts, and material availability; maintain records and prepare reports; assist in the management and coordination of the system of spare parts and materials inventory managed by the Purchasing Supervisor; administer the Work Order System by coordinating work requests between various groups; produce work schedules; assist the Operations and Maintenance management teams with job interruptions due to emergency requests; maintain, update, and control a complete library of manufacturers and vendor installation, operations and maintenance manuals (IOMs); plant record drawings, specifications, and shop drawings.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for performing complex administrative work in planning, developing, coordinating, implementing, and delivering maintenance scheduling/management programs and services. The incumbent consults with administrators and technical personnel regarding the need for training programs and develops and evaluates training methodology and curriculum content. The Water Reclamation Maintenance Planner is responsible for fully understanding the programs, procedures, and policies of the Department and managing complex assignments receiving only occasional instruction or assistance as new or unusual situations arise. Supervision is received from the Director of Water Reclamation or designee.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Implement standard workflows for Corrective Maintenance (CM) work order requests, Preventative Maintenance (PM), inspections, small projects, etc.;
- Develop, generate, and manage work requests in the Department's CMMS; ensure proper creation, planning, update, and closure of work orders;
- Serve as developer for, and maintain CMMS database for, assigned function or program area; maintain system codes, asset information, master loop and loop tag numbers, preventive maintenance schedules, P&ID drawings, service requests, and work order histories; create new asset records, new numbers, codes and descriptions; delete unused numbers and records; create and delete preventive maintenance schedules;
- Receive and review work order requests, confer with requestors, visit job sites to clarify work requests, and estimate craft labor requirements;
- Request reservations of all stores, material, and parts, ensuring all resources are available before work is scheduled;
- Direct and/or work with assigned administrative staff creating PM work orders, PM procedures, scheduling, and tracking back logs, etc.;
- Prepare work schedules of scheduled and unscheduled maintenance for various WR sections;
- Develop Key Performance Indicators (KPIs) with section managers; measure and publish metrics of WR Operations and Maintenance; interpret and analyze data and present recommendations to the management teams for optimizing repetitive processes;
- Assist in developing and managing the WR asset management program; manage assets work planning and spare part inventory in the CMMS;
- Perform spare parts inventory management and auditing on a regular basis; publish regular spare part cycle count results in the CMMS;
- Order spare parts, supplies, and materials using the Department's enterprise system following established purchasing policies and procedures;
- Perform regular data analysis on parts/assets and recommend software enhancements and process changes;
- Participate in CMMS software implementation and improvement process;
- Assist in creating and coordinating scope of work and changes with Project Managers and management teams;

- Develop and provide training on systems and procedures; prepare CMMS training manuals; provide training and assistance to other staff;
- Work with management teams to obtain quotes and project proposals;
- Interpret documents and manuals including drawings, plans, specifications, service bulletins, diagrams, Standard Operating Procedures (SOPs), etc.;
- Participate in meetings with the operations and maintenance staff and other groups including purchasing, engineering, contractors, and vendors;
- Maintain and update an electronic file of operations and maintenance manuals, plant record drawings, specifications, and shop drawings;
- Assist in budget preparation and administration;
- Assist in making cost estimates;
- Work indoors and outdoors and in and around extreme environments; heat, cold, noise, odor, fumes, dust, etc.;
- Operate office equipment and Department vehicles; and
- Perform other related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Asset management/CMMS at an advanced level;
- Safety standards and practices applicable to wastewater treatment;
- Tools, materials, methods, and practices of the facilities maintenance, mechanical, electrical, electronic, and instrumentation trades;
- Advanced principles of project management;
- Basic principles and practices of computer science and information systems;
- Operations, services, and activities of assigned maintenance program areas;
- Principles, methods, and materials used in installing, maintaining, and repairing systems and equipment in construction and wastewater related trades, including preventive and corrective maintenance techniques;
- Operational characteristics of equipment, tools, and apparatuses used in construction and wastewater related trades;

- Methods, materials, tools, and equipment used in the installation, maintenance, and repair of heavy plant equipment, pumps, motors, controllers, variable speed and chain drivers, and lift stations;
- General methods of related electrical, carpentry, plumbing and pipefitting repairs and building maintenance and repair;
- Operational principles of wastewater treatment facilities;
- Office procedures, methods, and equipment including computers and applicable software applications such as work processing, spreadsheets, and databases including operation characteristics of database systems;
- Personal computer hardware and software components;
- Basic methods and techniques of troubleshooting information systems hardware and software problems;
- Intermediate to advanced level computer operation skills, including word processing, database programs, spreadsheets, electronic mail, Department utilized software application programs, CMMS, SCADA operation, etc.;
- Complex record keeping, documentation, and practices;
- English usage, spelling, grammar, and punctuation;
- Budget preparation and fiscal management required to develop and administer a budget;
- Problem analysis and problem solving skills;
- Report writing techniques to produce analytical reports or written materials having high organizational impact in appropriate format;
- Modern and complex principles and practices of preventive maintenance;
- Confined space entry including the use and operation of Self Contained Breathing Apparatus (SCBA);
- Occupational safety hazards and safe work practices;
- Principles of supervision, training, and performance evaluation;
- Ability to interpret technical information and translate across diversified groups within the organization and others in the water industry;
- Basic math and principles of work measurement, statistics, and record keeping;
- Production and inventory control systems; and
- Metrics and KPIs.

Ability to:

- Plan, organize, schedule, and monitor work for efficiency, quality, and timeliness;
- Recognize, analyze, and define a variety of routine to complex mechanical, electrical, and instrumentation problems;
- Read, understand, interpret, and apply moderately complex materials including technical manuals, drawings, specifications, layouts, diagrams, blueprints, plans, and schematics;
- Maintain detailed, complex, and accurate records;
- Recognize, report, and correct unsafe working conditions;
- Understand and carry out routine to complex instructions furnished in oral, written, or diagrammatic form;
- Make arithmetical calculations involving fractions, decimals, and percentages with speed and accuracy;
- Communicate clearly and concisely, both orally and in writing;
- Work under moderate or high stress conditions;
- Make work assignments, set priorities for, train, and review the work of subordinate and assigned staff;
- Respond to call-out or emergencies as required; handle emergency situations as directed;
- Remain current on related CMMS and asset management developments;
- Organize, prioritize, and perform multiple tasks concurrently;
- Exercise sound judgment; independently make decisions and take appropriate action;
- Establish and maintain effective working relationships with those contacted in the course of work; and
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Associate’s degree from an accredited college or university with major course work in a technical field, engineering, business or public administration, or related field.

OR

Graduation from high school, or equivalent, and course work in a technical field, engineering, or business or public administration, or related field equivalent to an Associate’s degree.

Experience: Six (6) years of increasingly responsible experience in industrial maintenance planning or scheduling, including a minimum of four (4) years of journey level experience managing maintenance planning, maintenance, and repairs via a CMMS.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class “C” California driver’s license. For out of state applicants, a valid driver’s license is required and a valid Class “C” California driver’s license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, infectious disease, and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, solvents, and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climate conditions. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbent requires sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Reclamation Maintenance Planner
To: Water Reclamation Mechanical/Maintenance Lead Worker
Senior Electrical and Instrumentation Technician

Job Description

BOWC Approved: 9/20/1994
Rev Appr: 4/4/1995
8/2/2016

Testing Standards: CS App Review/CS Supp App Review
CSB Approved:

8/23/2016