

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **OPERATIONS AND MAINTENANCE
PLANNER / SCHEDULER**

GRADE LEVEL: E20

SUPERVISOR TITLE: Water Operations Manager

FLSA STATUS: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA

DEFINITION

Under general direction, coordinates with staff to develop work plans and schedules that are thoroughly coordinated with other departments in order to optimize resource allocation; provides a variety of field and office related operations related to asset management including asset data gathering, equipment tagging/moving and the development of location systemic and equipment hierarchies; uses a computerized maintenance management system (Hansen) to maintain and track maintenance related records for equipment and repair job histories, work activities, preventative maintenance schedules, facility logs, and material usage; generates a variety of maintenance performance reports to optimize resource allocation; and performs related duties as assigned

CLASS CHARACTERISTICS

This class provides first-line supervision, technical assistance and training relating to the Operations Systems Administrator while performing the duties of an Operations and Maintenance Planner/Schedule. Incumbents are responsible for assisting the supervisors and managers in formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities and scheduling work for others. Positions at this level typically report to the Water Operations Manager. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

- ✎ Perform field inspections and investigations, confer with Field, Operations, and Engineering staff to determine systems maintenance needs and develop a coordination program; provide technical expertise for field crews encountering equipment and personnel needs; obtain technical information, plans, sketches, and written instructions; define the scope and estimate time, labor, equipment, and material needs as well as safety equipment, permits, and/or plan for specific maintenance projects and prepares appropriate corrective or PM work orders; assist in the admonition of service contracts for Division support and verify work performed and compliance with defined standards and contract provisions prior to payment
- ✎ Develop and document maintenance plans for various asset groups
- ✎ Provide day-to-day leadership and work with staff to ensure a high performance, customer-oriented work environment that supports achieving the department's and the District's strategic plan, mission, objectives and values
- ✎ Develop repair plans as requested by reviewing work orders, clarifying intent with originators, determining scope of work for each job, and ensuring that repair parts and materials are received prior to commencement of jobs; coordinate and schedule multi-craft jobs with other divisions or outside services prior to commencement of work
- ✎ Collect work history and other information to insure a current and complete record of work and site documentation in the division; interpret, prepare, and update a variety of inspection data, charts, graphs, records, correspondence, and reports; provide assistance to maintenance and other staff during emergency or similar situations
- ✎ Develop preventative and predictive maintenance plans/requirements for equipment by researching the manufacturers' maintenance recommendations and making modifications suitable to District installation needs by field verification of special conditions and work practices of field staff; define, compile, and incorporate these maintenance activities in the computer maintenance management system (CMMS)
- ✎ Review completed work orders for comments, variances, and completeness for proper closeout; follow up as required with adjustments to maintenance practices or coordination with other District groups
- ✎ Review cost data to ensure that the data capture is reconciled with data in the Lawson System
- ✎ Prepare weekly, monthly, and annual activity reports; maintenance/project backlogs; complete and maintain records including preventative maintenance forms and inspection forms, daily work sheets and service sheets documenting work performed to build a data base for the (CMMS)

- ✎ Guide the issuance and distribution of materials, supplies, parts, tools, and equipment; maintains the departmental inventory and non-inventory items by preparing purchase orders for supervisor or manager signature; order materials and supplies from the warehouse or via open purchase orders; receive items for specialized orders; coordinate/organize contracted services
- ✎ Coordinate with warehouse personnel to reduce excess warehouse inventory; make recommendations regarding the consolidation and reduction of inventory and use of "Just In Time" inventory; develop or maintain moderately complex spreadsheets, graphs and charts in support of material use recommendations
- ✎ Maintain all as-built, schematic drawings including updating maps and records on any changes made by maintenance divisions
- ✎ Implement and maintain databases and hard files; generate reports and data runs; analyze equipment records, equipment histories, asset record data, and similar information for accuracy and completeness and make corrections as necessary to assure data quality
- ✎ Assist in quality control by organizing follow-up, "critique" meetings with originators of corrective maintenance requests or improvement projects for project reviews and feedback
- ✎ Analyze maintenance data and recommend improvement to division maintenance policies and procedures; organize and participate in specialized programs such as improved methodologies and preventative/predictive maintenance programs; review plans and recommend improvements
- ✎ Analyze and interpret complex data to prepare comprehensive maintenance reports including site and work histories, labor hours, and material costs
- ✎ Performs related duties as assigned
- ✎ Support application of Continuous Improvement principles in the oversight of operations within the business unit
- ✎ Assist in the development and maintenance of best practices in unit work process and support the philosophy of continuous improvement
- ✎ Develop and monitor team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans
- ✎ Provide technical assistance to staff, plan and evaluate the performance of assigned personnel; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; subject to management concurrence, take disciplinary action to address performance deficiencies, in accordance with District personnel rules, policy and labor contract provisions
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Principles and methods of effective maintenance planning and scheduling
- ✎ Core values, concepts, and framework of continuous improvement criteria, including business case analysis
- ✎ Applicable District tools, equipment and materials
- ✎ Computer equipment and use of databases, spreadsheets and related software equipment, processes, materials, and construction as they relate to water operations and maintenance
- ✎ Basic practices, procedures, and nomenclature used in water works drawings
- ✎ Principles, practices, and procedures of inventory management and control
- ✎ Process mapping and structured problem solving

Ability to:

- ✎ Plan, organize, prioritize, inspect and evaluate preventative/repair maintenance needs of mechanical equipment
- ✎ Inspect and evaluate preventative and or repair maintenance needs
- ✎ Predict time frames required to complete a full range of maintenance or repair related jobs
- ✎ Analyze complex maintenance problems, evaluate alternatives and recommend effective courses of action
- ✎ Develop and recommend work standards; prepare clear and concise records, reports, and other written materials
- ✎ Exercise independent judgment and initiative within established guidelines
- ✎ Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs
- ✎ Validate customer requirements
- ✎ Interact with maintenance division supervisors and crew leaders and others encountered in the course of the work
- ✎ Retrieve and analyze data in a computer data base; plan, organize, estimate, coordinate, assign, review and evaluate the work of others
- ✎ Identify and implement effective courses of action to complete assigned work
- ✎ Establish and maintain effective working relationships with those contacted in the course of work



SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Three (3) to five (5) years of journey-level water works or similar related field (such as mechanical, industrial electrical and/or electronics maintenance and repair) experience









Training: Equivalent to completion of the 12th grade, supplemented by specialized training in water technology. College-level or advanced technical training in the asset management, data management, mechanical, electrical or electronics field is highly desirable. Bachelor's degree in engineering, water resources, hydrogeology, biology, environmental science, or a closely related field is highly desirable

Licenses/Certificates:


-  Valid California Driver's License, required
-  Grade D1 Water Distribution Certificate – SWRCB desirable

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical requirements:

-  Frequently use office equipment such as a computer, copier and FAX machine
-  Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
-  Extended standing, walking, sitting, reaching, stooping, and bending
-  Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
-  Regularly uses a telephone or radio for communication
-  Ability to speak and hear both in person, by telephone, and radio
-  Vision within normal ranges with or without correction
-  Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

-  Work in a temperature controlled office environment with moderate noise

- ✎ Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards

OTHER REQUIREMENTS

Willingness to work nights, weekends, and overtime, as necessary

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date