



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRODUCTION PLANNER

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: XA50
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JOB SUMMARY

This is the advanced journey level position performing Production Planner job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done includes interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: None

JOB DUTIES

1. Creates and reviews shop drawings and plans for specialized production and maintenance work for equipment repair, rehabilitation, modification, and renovation work projects; schedules and coordinates work between interdisciplinary teams and/or outside entities.
2. Coordinates with customers and managers to resource load and provides delivery schedules and processes based on project requirements and priorities; adjusts manufacturing schedules as necessary.
3. Reviews requests, identifies requirements, and develops manufacturing, work, and safety plans.
4. Develops and maintains project estimates, work histories, cost reports, and project files.
5. Performs material calculations and procures and stages project materials. Coordinates shipment of finished products.
6. Analyzes and interprets project data to control and maintain schedules, costs, and quality. Prepares

project status and cost reports. Reviews historical information to assist in planning future projects.

7. Coordinates inspections and prepares and reviews inspection reports to ensure compliance with plans and specifications; identifies and recommends corrective actions to resolve noncompliance issues.
8. Reviews engineering design drawings and specifications and recommends changes for production, cost, schedule, and quality. Performs reverse engineering when drawings are not available.
9. Prepares invoices for reimbursable projects with outside agencies.
10. Develops and administers contracts and agreements; oversees the work of vendors, consultants, and contractors.
11. May perform emergency response duties.
12. Performs other related Production Planner 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: Metallurgy; machining and fabrication techniques; industrial coating; mortar lining; nondestructive evaluation such as liquid penetrant, radiography, magnetic particle, and ultrasonic testing; Metrology; mathematical calculations; material handling; applicable health, safety, and environmental laws and regulations; safe work practices; water system equipment; project management; material procurement; computer-aided design software; and current office technology and equipment.

Required Skills and Abilities to: Use computer-aided design software; plan, organize, inspect, schedule, estimate, evaluate, and visualize production projects; read and interpret engineering drawings and plans; perform mathematical calculations; analyze data and prepare clear and concise reports; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; manage projects; 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

- Forklift
- Aerial platform
- Overhead crane

Licenses

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

Job Title: Production Planner

Job Code: XA50

Adopted: 03/11/13

Revised:

Supersedes:

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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 or commercial vehicles, 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