



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR PLANNER/SCHEDULER

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: XA49
--	--	---

JOB SUMMARY

This is the advanced journey level position performing Senior Planner/Scheduler 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: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Identifies and recommends corrective steps to overcome historical patterns or high equipment failure rates.
2. Examines jobs to be done and determines best way to accomplish the work. Defines work requirements and organizes work plan to include staffing, materials, equipment, permits, safety procedures or plans. Consults with requestor, craft employee, or manager when necessary.
3. Assists management with shutdown, construction, and renovation projects; time estimates; resource requirements and post project reporting.
4. Assists in budget development by projecting long range maintenance budget needs.

5. Evaluates job feedback from craft employees and management to revise existing plans and improve future work.
6. Reviews engineering studies and reports for consistency with maintenance needs and proposes modifications to existing plans.
7. Coordinates work involving advance notice to contractors.
8. Assists management to determine, track, and report performance metrics.
9. Assists management on a variety of maintenance planning and scheduling issues; recommends adjustments to preventive maintenance schedules; and measures scheduling compliance.
10. Assists management in analyzing maintenance costs; recommends actions for maintenance cost reduction for area of responsibility.
11. Leads project teams to plan and coordinate shutdowns, construction, renovation, and other scheduled maintenance activities.
12. Leads interdisciplinary teams to modify maintenance practices for equipment or systems.
13. Provides quality assurance and control for maintenance planning, scheduling, and root cause analysis.
14. Reviews performance of maintenance management and supports ongoing process improvement and reengineering initiatives.
15. Performs other related Planner/Scheduler job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED) and three years as a Metropolitan Planner/Scheduler.

Required Knowledge of: Product types, commodities, and supplies used by utilities in maintenance projects; relevant applications, methods, and terminology; work tasks performed by various skilled trades and crafts; project management practices and procedures; utility system maintenance and operating procedures; applicable safety and health laws and regulations; maintenance management practices; and current office technology and equipment.

Required Skills and abilities to: Plan, schedule, organize, inspect, and evaluate maintenance needs; effectively use a computerized maintenance management system; analyze data, determine failure rates and trends, and recommend solutions; make calculations, including cost estimates for labor and materials; prepare clear and concise reports; read and understand schematics, diagrams, and engineering drawings; 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

Job Title: Senior Planner/Scheduler

Job Code: XA49

Adopted: 03/11/13

Revised:

Supersedes:

Page 2

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

- None

Licenses

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

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, 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