

G.V.R.D.

TITLE: Maintenance Planner

POSITION DESCRIPTION NO.: 434 DATE: March 26, 1996

PURPOSE OF POSITION

The Maintenance Planner will assist supervisory staff in scheduling, monitoring, analyzing and tracking maintenance requirements for the wastewater collection and treatment facilities and drainage facilities. The incumbent plans all maintenance work order requests and coordinates the preventive maintenance (PM) program. Coordinates the scheduling of all planned maintenance jobs with the Maintenance Superintendent, maintenance and operations supervisors, trades foreman and others including external agencies as required. The incumbent will operate and maintain a computerized managed maintenance program for these facilities, and will maintain equipment records, maintenance performance reporting mechanisms and maintenance records.

DUTIES (The duties described hereunder are intended to be representative of the position and are not to be considered all inclusive.)

Together with maintenance and operations supervisory staff, assesses job requirements, assigns job priorities according to established maintenance standards, estimates manpower requirements (trade types and quantity), determines required parts, and determines specific equipment/tools required for the job.

Coordinates the scheduling of all preventive maintenance and planned corrective maintenance work, plans job sequences, job tasks, attaches detailed job procedures and drawings, initiates purchase requisitions for direct charge items, maintains through Purchasing Department standing purchase orders with local vendors, and physically checks for inventory items and direct charge items prior to scheduling the job.

Issues work orders as required and distributes to appropriate maintenance staff.

Reviews all completed work orders to ensure required information has been documented. Follows up with maintenance supervisors to get any outstanding information. Enters or arranges for and checks the entry of information into the maintenance management system.

Reviews maintenance manpower availability, continuously monitors the backlog and makes recommendations (e.g. shutdown, overtime, contractors) to keep backlog in control. Reviews weekly listing of backlog and circulates copies to the operations and maintenance managers and superintendents.

Chairs daily and weekly work scheduling meetings with operations and maintenance personnel. Revises the schedule as required and notifies affected supervisors of necessary work adjustments.

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With maintenance and operations staff and the maintenance engineer, develops PM routine frequencies and time standards for all equipment and assets. Ensures time standards and PM routines are current for all existing equipment and assets, regularly analyzes and trends key condition-based technical information and coordinates action for all anomalies.

Reviews completed PM worksheets for completeness and accuracy, and initiates or reschedules any further or incomplete work identified.

Reviews maintenance methods against PM routines and standard job procedure and recommends revisions and changes where appropriate.

Develops labour time standards for maintenance jobs and monitors maintenance jobs to ensure time standards are up to date.

Maintains and updates equipment files in the maintenance planning offices and ensures all field files and associated cost centres are kept updated as required.

Coordinates with Project or Area Engineering to update equipment and facility drawings as required.

Coordinates the process for setting up new, substituting and deleting existing (old) equipment records, and maintains the filing of completed work orders by equipment/asset, OEM manuals, condition based monitoring results, PM routines, drawings, standard job procedures, etc.

Assists in the preparation of the background/support information for all warranty claims.

Assists in developing information for annual maintenance budgets.

Prepares monthly maintenance budget forecasts.

REQUIREMENTS: (Minimum to fill position)

Graduation certificate from an Institute of Technology Diploma program in Civil or Mechanical technology, a minimum of two (2) years related technologist experience or an equivalent combination of training and work related experience including Interprovincial Trade Ticket supplemented by maintenance management and planning courses.

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Training and demonstrated ability to use computerized spreadsheets, databases and project planning software effectively.

A combination of training and experience in managed maintenance methods and practices.

Valid BC Driver's License.

Proven ability to plan and schedule multiple tasks in a dynamic environment and to quickly work with staff in assessing priorities. Demonstrated initiative and responsible attitude.

Ability to communicate effectively with contractors and staff in both technical and functional terms. Ability to obtain consensus within a group during planning while dealing with competing priorities using a team approach. Superior verbal and good written communication skills.

Must be able to read and use engineering drawings, plans and sketches.

A good working knowledge of managed maintenance methods and practices.

Good working knowledge of municipal/regional sewerage, drainage and treatment systems.

Ability and skills to use application software including maintenance tracking/reporting, project scheduling, spreadsheets, database, word processors.

A good working knowledge of W.C.B. and Corporation safety regulations, safe work practices and procedures relating to municipal/regional sewerage, drainage and treatment systems.

Ability to assist in the analysis of maintenance diagnostic test results (e.g. sewer video inspection tapes, vibration analysis, oil analysis).