

TITLE: MAINTENANCE PLANNER I-II

DEFINITION: Under general supervision, oversees, plans, coordinates and schedules work orders and projects in the maintenance and repair of facilities or vehicles and equipment in an assigned maintenance or operations section, including materials, equipment, safety precautions, inventory items, tools, permits and related equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the entry-level duties of the classification.

Grade Level II - Performs the journey level duties of the classification.

EXAMPLES OF DUTIES:

- Initiates, plans and schedules regular, preventative maintenance and emergency work orders on a daily, weekly, or longer-term basis to maximize efficiency and productivity; assigns or assists in the assigning of work orders to technicians/crews on the basis of work to be performed; regularly reprioritizes work in response to priorities, availability of parts and equipment and to make efficient use of crew members; coordinates technician/crew schedules with other sections and divisions;
- Plans maintenance and repair projects; estimates material, equipment and labor requirements and plans for work and safety requirements; distributes estimates for reimbursable work orders to responsible parties for information as needed; may make field visits to work sites to determine best methods and plan how work is to be done; may determine and order/pull materials for work orders for technicians/crews; identifies, schedules, and tracks work to be performed by outside vendors;
- May perform purchasing activities to acquire parts and equipment needed for work orders; shops availability of parts and materials, identifies sources and obtains multiple vendor/contractor quotes; may make purchases under blanket purchase orders up to authorized limits;
- Enters and maintains data in the maintenance and/or fleet management system; sets up tasks and activities, including preventative maintenance, scheduled and unscheduled work orders; enters data to update information in the Preventative Maintenance (PM) database; tracks work orders to completion and closure/archiving; prepares maintenance/fleet-related reports; maintains the equipment database;
- May track certification of mobile and overhead cranes and vessels; arranges for required periodic inspections and all necessary repairs; may coordinate crane operator training, testing and certification; may coordinate the auction of surplus equipment and vehicles;
- Interacts with customers in person by phone, or email;

- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of practices, methods and equipment used in installation, maintenance and repair of systems, facilities, vehicles and/or equipment in an assigned area of responsibility;
- Knowledge of maintenance/fleet work order management, workload control, and other work-related applications;
- Knowledge of methods, practices and techniques of work order estimating and scheduling, with emphasis on computerized scheduling and tracking systems;
- Knowledge of City of Long Beach/Port of Long Beach ordinances, codes, and procedures and practices applicable to assigned work responsibilities;
- Knowledge of City of Long Beach/Port of Long Beach purchasing and contracting policies, procedures and legal requirements;
- Knowledge of applicable safety policies and safe work practices;
- Knowledge of methods and procedures in the monitoring and operations of the City of Long Beach Fleet Services Bureau/Port of Long Beach maintenance division;
- When responsible for certification programs, basic knowledge of the equipment and associated maintenance, repair and certification requirements; knowledge of state and federal OSHA requirements and regulations applicable to the equipment. Examples of equipment commonly used include: cranes, including 30-ton lattice boom crane with Leeds attachment, bucket trucks, fireboats, underground fuel storage tanks, emergency generators and submersible pumps;
- Ability to plan, schedule and evaluate completion of work orders to accomplish work group goals within set limits of time and cost;
- Ability to determine staffing, equipment and materials required to complete work orders;
- Ability to operate computers and work order management systems to plan, schedule and monitor the completion of work orders and to generate applicable analyses and reports;
- Ability to coordinate assignments with other sections, divisions, departments or agencies;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand and follow written and oral instructions;
- Ability to prepare clear and concise records, reports and other written materials;
- Ability to read and understand drawings, specifications and sketches pertaining to the **work**;
- Ability to establish and maintain effective working relationships with all those encountered in the course of work;
- Ability to work overtime, weekends and holidays as required.

MINIMUM QUALIFICATIONS:

- One year of work experience involving planning, coordinating and scheduling work orders and projects in the maintenance and repair of facilities or vehicles and equipment;
- A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

DESIRABLE QUALIFICATION:

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Management, or a closely related field;
- Knowledge of computer applications related to the City of Long Beach Fleet Services Bureau/Port of Long Beach fleet/maintenance work order management systems;
- Experience in a public agency.

HISTORY:

Revised: 6/28/2019

Approval/Adoption Date: 6/15/2011