

MAINTENANCE WORK SCHEDULER

DEFINITION:

Under general supervision of the Manager of Maintenance, Operations and Grounds, coordinates, plans and schedules preventive, routine repair and emergency activities at the District's facilities, working with the maintenance supervisors and maintenance staff using computerized maintenance system (CMMS) as well as other appropriate methods; and to perform other job-related duties as required.

EXAMPLES OF DUTIES:

Depending on assignment, duties may include but are not limited to the following:

Plans and schedules maintenance work based on established priority systems and available resources; inspects work locations; uses computer, CMMS and other resources as necessary.

Coordinates personnel and necessary supplies and equipment to get job done.

Coordinates activities between inter-departmental teams as well as maintenance teams and other District staff, contractors, vendors and other agencies as required.

Assists in developing technical specifications for outside services.

Reviews, develops and recommends changes to preventive, predictive and corrective maintenance programs and problems.

Assists in developing and implementing a warehouse plan for parts recommendations for inventory levels.

Recommends data gathering activities and report formats; prepares preparation of reports.

QUALIFICATIONS:

Knowledge of:

Safe work practices including OSHA regulations as they relate to the position;

Principles, methods, practices, materials, equipment and safety procedures used in repair and maintenance and purchasing and inventory controls;

Principles of preventive maintenance, predictive maintenance and material purchasing and inventory control;

Principles of work planning and scheduling labor estimates, material and equipment costs;

Procedures used in the maintenance and repair of the building systems of the District.

Ability to:

Schedule work and personnel at various locations in the District;

Read and interpret blueprints, specifications and drawings;

Read and write English at a level sufficient to successfully perform the duties associated with the position;

Work effectively in a team-based organization focused on continuous improvement;

Establish a positive customer service attitude and effective working relationships with internal and external customers;

Plan and schedule maintenance work effectively and efficiently;

Demonstrate effective two-way verbal and written communication skills including the ability to listen, explain and facilitate;

Demonstrate leadership skills and be self-motivated;

Prepare reports on scheduled activities.

Education: Equivalent to the completion of high school and combination of training and experience equivalent to completion of four-year apprenticeship program in one of the construction trades.

Experience: One year of journey level trade experience in the repair and maintenance of buildings.
Experience as a scheduler is desired.

NOTE: Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.

Salary Range: 81

N: 8/00