

Water Authority Position Description

PLANNER/SCHEDULER DRINKING WTR

Status	Position Code	Level	Date
APPROVED	PLSC	M25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PLAN, COORDINATE AND SCHEDULE WORK ORDERS AND PROJECTS FOR MECHANICAL, ELECTRICAL AND INSTRUMENTATION STAFF OF THE WATER AUTHORITY INCLUDING MATERIALS, EQUIPMENT, LABOR, SAFETY PRECAUTIONS, INVENTORY, TOOLS, PERMITS AND RELATED REQUIREMENTS.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE OR A TWO (2) YEAR TECHNICAL CERTIFICATION IN WATER OR SANITARY TECHNOLOGY, ENGINEERING OR A RELATED FIELD OR TWO (2) YEARS OF CERTIFICATION TRAINING IN WATER DISTRIBUTION SYSTEM OR WASTEWATER COLLECTION SYSTEM OR WASTEWATER PLANT SYSTEM PLUS FIVE (5) YEARS OF WATER OR WASTEWATER OPERATIONS AND MAINTENANCE EXPERIENCE INCLUDING ONE (1) YEAR SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN AN ADMINISTRATIVE CAPACITY AND ONE (1) YEAR EXPERIENCE WORKING WITH ELECTRONIC DATABASES, SPREADSHEETS OR RELATED SOFTWARE.

ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.
 POSSESSION OF A VALID STATE OF NEW MEXICO WATER OPERATOR'S CERTIFICATE, LEVEL III AND MUST OBTAIN A STATE OF NEW MEXICO WATER OPERATOR'S CERTIFICATE, LEVEL IV WITHIN TWO (2) YEARS.
 DEPENDING ON LOCATION MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. DEPENDING ON LOCATION MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

MAY EXERCISE TECHNICAL LEAD FUNCTIONS OVER STAFF

ESSENTIAL FUNCTIONS

1. UTILIZE A COMPUTERIZED WORK MANAGEMENT SYSTEM TO PLAN, DEVELOP, PRIORITIZE AND SCHEDULE ACTIVITIES AND WORK ORDERS FOR COMPLETION OF TASKS AND ASSIGNMENTS BY MECHANICAL, ELECTRICAL AND INSTRUMENTATION STAFF OF THE WATER AUTHORITY; MAY IDENTIFY, PLAN AND SCHEDULE WORK TO BE PERFORMED BY OUTSIDE VENDORS.
2. PLAN, SCHEDULE AND COORDINATE THE MATERIAL, EQUIPMENT AND LABOR REQUIREMENTS FOR PROJECTS AND WORK ORDERS. KEEP APPROPRIATE MANAGEMENT STAFF INFORMED OF ISSUES REQUIRING THEIR ACTION OR APPROVAL.
3. REVIEW COMPLETED WORK ORDERS FROM AN OVERALL STANDPOINT FOR PROFICIENCY AND CONFORMANCE TO REQUIREMENTS, POLICIES, PROCEDURES AND WORK STANDARDS WHICH MAY INCLUDE EQUIPMENT, LABOR AND SAFETY REQUIREMENTS.
4. PLAN AND SCHEDULE WORK ORDERS ON A DAILY, WEEKLY OR LONGER TERM BASIS TO MAXIMIZE EFFICIENCY AND ENHANCE PRODUCTIVITY.
5. MAINTAIN DATA IN THE MAINTENANCE MANAGEMENT SYSTEM BY ENTERING AND UPDATING ENTITY INFORMATION. ANALYZE AND REGROUP ENTITIES.
6. TRACK WORK ORDERS TO COMPLETION, INSPECT WORK-IN-PROGRESS AND ARCHIVE WORK ORDERS UPON COMPLETION.
7. PREPARE MAINTENANCE RELATED REPORTS.
8. REGULARLY RE-PRIORITIZE WORK IN RESPONSE TO EMERGENCIES, AVAILABILITY OF PARTS AND EQUIPMENT AND TO MAKE EFFICIENT USE OF LABOR, EQUIPMENT AND TIME.
9. PARTICIPATE IN DEVELOPING AND UPDATING PREDICTIVE, PREVENTATIVE AND CONDITION-BASED MAINTENANCE PROGRAMS, SCHEDULES AND CRITERIA FOR INSTALLED OPERATIONAL EQUIPMENT. REVIEW CRITERIA AND PERFORM INSPECTIONS TO MONITOR AND EVALUATE EFFECTIVENESS.
10. COORDINATE PREPARATION FOR INFORMAL ON-THE-JOB SAFETY AND TAILGATE TRAINING SESSION. OBTAIN TRAINING MATERIALS AND MAINTAIN LIBRARY OF SAFETY AND TECHNICAL TRAINING RESOURCES.
11. PREPARE REQUISITIONS AND BID SPECIFICATIONS, ORDER PARTS AND EQUIPMENT NEEDED FOR WORK ORDERS, WORK CLOSELY WITH FINANCE DIVISION TO ENSURE PARTS AND MATERIALS ARE AVAILABLE.
12. IDENTIFY SOURCES OF MATERIALS AND SERVICES, OBTAIN VENDOR/CONTRACTOR QUOTES, INITIATE CONTRACTS AND SERVE AS SUBJECT MATTER EXPERT TO PROVIDE INFORMATION/DATA FOR REQUESTS FOR PROPOSAL OR REQUESTS FOR INFORMATION.

SUPPLEMENTAL FUNCTIONS

1. COORDINATE RECERTIFICATION OR INSPECTION OF SAFETY EQUIPMENT TO INCLUDE: FIRE SPRINKLERS, EXTINGUISHERS, BACK FLOW DEVICES OR OTHER APPARATUS.
2. PLAN AND CONDUCT TRAINING SESSIONS FOR STAFF ON THE COMPUTERIZED WORK ORDER SYSTEM.
3. MAY PARTICIPATE IN INTERVIEW/SELECTION PROCESS.
4. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PRINCIPLES, PRACTICES, METHODS AND EQUIPMENT USED IN THE CONSTRUCTION, INSTALLATION, MAINTENANCE AND REPAIR OF WATER PRODUCTION AND WASTEWATER TREATMENT, STORAGE, TRANSMISSION AND DISTRIBUTION/COLLECTION SYSTEMS, FACILITIES AND EQUIPMENT

MAINTENANCE WORK ORDER MANAGEMENT AND OTHER APPLICATIONS RELATED TO A WORK ORDER SYSTEM

METHODS, PRACTICES AND TECHNIQUES OF WORK ORDER SCHEDULING, WITH EMPHASIS ON COMPUTERIZED SCHEDULING AND TRACKING SYSTEMS

APPLICABLE CODES, ORDINANCES AND REGULATIONS RELATED TO THE WORK

SAFE DRINKING WATER ACT AND RELEVANT EPA REGULATIONS

CLEAN DRINKING WATER ACT AND RELEVANT EPA REGULATIONS

METHODS, TECHNIQUES AND SAFETY PRACTICES OF THE ASSOCIATED TRADES, WHICH

MAY INCLUDE ELECTRICAL OPERATIONS AND PLC CONTROL OF PUMPS, MOTORS,

WELLS, RESERVOIRS, CHLORINE SYSTEMS AND OTHER EQUIPMENT AND MACHINERY

USED IN MUNICIPAL OPERATIONS AND THE MATERIAL, EQUIPMENT AND TOOLS USED

IN THEIR INSTALLATION, SERVICING, MAINTENANCE AND REPAIR

MODERN, STATE-OF-THE-ART ELECTRONICS EQUIPMENT, COMPONENTS AND DEVICES

USED IN THE OPERATION, MONITORING, MAINTENANCE AND REPAIR OF MUNICIPAL

OPERATIONS, INCLUDING COMMUNICATIONS AND CONTROL SYSTEMS, AND COMPUTERS

AND THE MATERIAL, EQUIPMENT AND TOOLS USED IN THEIR FABRICATION,

INSTALLATION, SERVICING, MAINTENANCE AND REPAIR

MECHANICAL OPERATIONS OF PUMPS, WELLS, MOTORS, RESERVOIRS, CHLORINE

SYSTEMS AND OTHER MECHANICAL SYSTEMS USED IN A LARGE WATER WORKS SYSTEM

AND THE MATERIAL, EQUIPMENT AND TOOLS USED IN THEIR CONSTRUCTION,

MAINTENANCE AND REPAIR

MECHANICAL OPERATIONS OF DECANter CENTRIFUGES, BIOGAS COGENERATION

ENGINE/GENERATOR EQUIPMENT, ABB DISTRIBUTED CONTROL SCADA SYSTEM, AND UV

DISINFECTION SYSTEMS, COMPOSTING SUPPORT SYSTEMS AND EQUIPMENT AND

SANITARY LIFT AND VACUUM SYSTEMS

MECHANICAL, ELECTRICAL AND CHEMICAL FEED SYSTEMS USED IN TREATMENT PLANT

FACILITIES AND THE MATERIAL, EQUIPMENT AND TOOLS USED IN THEIR

CONSTRUCTION, MAINTENANCE AND REPAIR

MODERN, STATE-OF-THE-ART FACILITY BUILDING CONSTRUCTION,

RENOVATION, SYSTEMS AND EQUIPMENT, INCLUDING HVAC SYSTEMS, USED IN A

LARGE WATER WORKS SYSTEM, INCLUDING CENTRAL PLANT SYSTEMS AND THE

MATERIAL, EQUIPMENT AND TOOLS USED IN THEIR INSTALLATION, SERVICING,

MAINTENANCE AND REPAIR

WATER AUTHORITY PROCUREMENT PROCEDURES AND SOURCES OF SUPPLY TO OBTAIN GOODS AND SERVICES.

WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

PLAN, SCHEDULE AND EVALUATE THE QUALITY AND QUANTITY OF WORK NEEDED TO ACCOMPLISH WORK GROUP GOALS WITHIN SET LIMITS OF TIME AND COST, INCLUDING WORK PERFORMED BY CONTRACTORS
DETERMINE STAFFING, EQUIPMENT AND MATERIALS REQUIRED TO COMPLETE WORK ORDERS; OPERATE COMPUTERS AND WORK ORDER MANAGEMENT SYSTEMS TO PLAN, SCHEDULE AND MONITOR THE COMPLETION OF WORK ORDERS AND TO GENERATE APPLICABLE ANALYSES AND REPORTS; COORDINATE ASSIGNMENTS WITH OTHER DIVISIONS OR AGENCIES
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
PREPARE CLEAR AND CONCISE RECORDS, REPORTS AND OTHER WRITTEN MATERIALS, UTILIZING EXCEL, WORD OR OTHER SOFTWARE
IDENTIFY AND MAINTAIN LIBRARY OF SAFETY AND TECHNICAL TRAINING MATERIALS AND COORDINATE "TAILGATE" TRAINING SESSIONS
ESTABLISH AND MAINTAIN EFFECTIVE RELATIONSHIPS WITH THOSE ENCOUNTERED IN THE COURSE OF THE WORK
OPERATE AND MAINTAIN HAND AND POWER TOOLS PERTAINING TO THE WORK
READ AND UNDERSTAND BLUEPRINTS, DRAWINGS, SPECIFICATIONS AND SKETCHES PERTAINING TO THE WORK
PERFORM JOURNEY-LEVEL DUTIES AS REQUIRED
WORK INDEPENDENTLY AND EXERCISE SOUND JUDGMENT IN PERFORMING DUTIES

WORKING CONDITIONS

WATER OR WASTEWATER PLANT AND FIELD ENVIRONMENT; WORK AROUND HEAVY EQUIPMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES; WORK IN OR WITH WATER OR WASTEWATER

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: MODERATE OR LIGHT LIFTING, STANDING OR WALKING FOR PROLONGED PERIODS OF TIME; OPERATING MOTORIZED VEHICLES