

City of Fort Worth, Texas Job Description

Classification Title	Planner-Scheduler		
Job Code:	PR2980	Job Family:	Professional
Pay Grade	609	Date Created:	09/08/2017
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Plans and schedules work, processes, and materials, primarily through the use of a computerized maintenance management system (CMMS) or other work order system, for water and wastewater plants and distribution/collection systems. Oversees, plans, schedules and coordinates construction, preventive maintenance and repair of water production plant, wastewater collection/processing plant assets which include pumps, motors, tanks/reservoirs, pressure reducing stations, wells, pipelines, valves, meters, aeration equipment, solids digestion and handling equipment, tertiary filtration, and SCADA instrumentation/electrical equipment and controls, odor control equipment, and other related equipment and building facilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Researches, estimates, plans, schedules, coordinates and identifies construction, preventative maintenance and repair needs for equipment and facilities related to water production plant, wastewater collection/processing plant assets and related distribution/collection systems.
2. Uses a Computerized Maintenance Management System (CMMS) to estimate, plan, schedule, and accurately report all work projects and maintenance work activities.
3. Monitors the progress of assigned planned maintenance activities, construction contracts and special projects to ensure that schedules are effectively maintained. In addition, ensures that all safety regulations and related equipment requirements are included in planning and scheduling requirements.
4. Provides planning and coordination of support services, materials and equipment for appropriate Capital Improvement Program (CIP) and related contract requirements.
5. Prepares long-range maintenance plans, time lines, cost summaries, status / analysis reports and related administrative support.

6. Participates in physical or virtual warehouse services and programs of an assigned department which includes tasks related to ordering, receiving, stocking and issuing parts and materials to staff.
7. Plans, coordinates and assists with scheduling special projects such as equipment installations and modifications, process control changes, demolition and major overhauls, etc.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Mathematic calculations and extract data.
- Preventive maintenance principles and practices; planning methods and tools.
- Planning and scheduling software; reading and interpreting plans, specifications, drawings, piping and instrumentation diagrams.
- Estimating materials, labor and equipment costs.
- Methods, practices, tools, equipment, materials and safety procedures used in the repair and maintenance of mechanical, electrical and instrumentation equipment used in water and wastewater facilities.
- Principles and practices of project planning.
- Construction specifications and contracts.
- City and Departmental personnel policies and procedures.

- **Skill in:**

- Technical research and analysis.
- Modern office procedures, methods and computer equipment.
- Workload management.
- Personnel management.
- Budgeting.
- Organization and time management.
- Budgeting Databases manipulation.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Read and interpret civil construction plans and details.
- Communicate on a technical level with contractors, engineers and construction workers.
- Monitor performance of each group and assist managers.
- Establish metrics for work being performed.

- Organize schedules and assignments.
- Analyze technical needs to facilitate the various forms and processes.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree in Industrial, Manufacturing, or Mechanical, Engineering Technology or related field and two years of experience in maintenance planning/scheduling using a CMMS.

OTHER REQUIREMENTS

Must have experience with a computerized maintenance management system (CMMS).
Must have a Texas Driver's License within six months of employment.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing and balancing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.