



## THE CITY OF SANTA FE

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### BDD Maintenance Planner/Scheduler

FLSA Status: Non Exempt  
Union Status: AFSCME  
Salary Range:

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#### General Definition of Work

The BDD Maintenance Planner/Scheduler is responsible for assisting the BDD Facility Manager and Equipment Maintenance Superintendent in planning, scheduling and coordinating resources, including material availability and inventory control. The BDD Planner/Scheduler maintains data management systems including but not limited to; OMIS and CMMS. Maintains, verifies and reports on the control of inventory, including chain of custody and inventory maintenance tasks.

#### Supervision Received

Works under the general direction of the BDD Facilities and Equipment Superintendent.

#### Supervision Exercised

None.

#### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.*

#### Essential Functions

- Assists BDD Facilities and Equipment Maintenance Superintendent in development and implementation of a comprehensive Assets Management Program to track reliability and life cycle cost of BDD equipment and facilities.
- Assists in coordinating, scheduling, and planning maintenance of the BDD facilities, systems and equipment including predictive, preventive and emergency maintenance.
- Assists the BDD Facilities and Equipment Maintenance Superintendent in developing, monitoring, and evaluating the comprehensive preventive and predictive maintenance program, to include required policies and procedures for performing maintenance for all BDD facilities and equipment.
- Generates and prepares management reports on program effectiveness including, but not limited to, man hours, work backlog, equipment repair history, costs, trouble calls and emergency maintenance, work orders, etc. Assists in Root Cause Failure Analysis investigations.
- Tracks all activities related to the repair, maintenance and care of facilities, equipment, buildings, etc. using the computerized maintenance management system (CMMS); and performs preventive, predictive and emergency maintenance administrative duties using the CMMS including interfacing with Operation and Maintenance Information System (OMIS).
- Responds to work order requests for maintenance services and confers with the BDD Facilities and Equipment Maintenance Superintendent, Chief Operator, and other staff as necessary, to schedule and prioritize maintenance projects.
- Is responsible for inventory control and requisitioning all required parts, tools, supplies and equipment for the BDD. Issues and distributes supplies from stock; requisitions articles to fill incoming orders; prepares periodic inventories and reports including recommendations for more effective control methods.

- Uses the inventory and maintenance management software to issue/transfer stock items for operations and maintenance needs and emergency repairs; to create work orders as requested; track status of open work orders; close completed work orders; and create reports as needed. Maintains database of inventory in the inventory software system; and prepares ad hoc reports as required.
- May assist in training new employees and/or other personnel in policies and procedures as they affect the ordering of supplies. Makes minor repairs on damaged items.
- Supports the BDD Financial Manager and Business Administrator by assisting with; acquiring and general monitoring of BDD budget including purchase orders, professional service agreements and maintaining account balances.
- Accounts for and protects the security of the inventory by following the established security procedures. Maintains inventory, bin locations and overflow areas to ensure that the proper level of stock is on hand at all times. Informs appropriate BDD staff of any items in short supply and initiates procurement process as appropriate. Ensures that the warehouse is maintained in a neat and clean fashion and that there are no safety violations.

### **Knowledge, Skills, and Abilities**

Knowledge of the [mechanical and electrical](#) work and [parts and equipment used in operation of a water treatment and distribution facility](#); store/stockroom/warehouse methods; supply catalog organization, nomenclature and use; the techniques of inventory control; automated inventory information/control systems; principles of bookkeeping and basic accounting.

Considerable skill in planning and logistics of maintenance work; establishing and maintaining effective working relationships with vendors and co-workers; effective communication; and the operation of standard office equipment and software

Ability to analyze, plan, coordinate and oversee maintenance activities; manage the supply/inventory unit; [identify general mechanical and electrical parts and equipment used in operation of a water treatment and distribution facility](#); prepare and complete maintenance and inventory reports; read financial and statistical data; calculate and evaluate percentages; operate effectively under tight deadlines; and exercise insight, judgment, initiative and creativity in problem solving.

### **Education Requirement**

High School Diploma or GED; Associate's Degree preferred

### **Experience Requirement**

Three years of experience in computerized maintenance management system, computerized inventory control system and basic computer operation.

### **Licensure and Certifications**

- Requires valid driver's license upon hire and must obtain City driver's permit within thirty (30) days of hire.
- Must obtain applicable certification for forklift operation within three months of hire.

## **Physical Requirements**

- Must be able to lift, carry and move up to 75 pounds; physical exertion is required including sitting, walking, standing, bending, twisting, squatting, stooping, kneeling, reaching, and climbing.
- Manual and finger dexterity and visual acuity are required. May be exposed to loud noises and vibrations. May be required to work overtime and irregular work hours if necessary. Must be able to work in wet conditions.

## **Working Environment**

- Work is performed in an office/warehouse and outdoors, sometimes in inclement weather, on slippery surfaces, over six feet off the ground and in confined spaces.
- May be required to use an oxygen monitor in designated areas.
- May be exposed to noxious odors, dust, poor ventilation, VDT's and CRT's, oils, toxic gases, fumes and chemical (including chlorine).
- May be exposed to welding flash, microwaves, sunlight, infection and infectious diseases (including hepatitis, polio etc.) environmental allergens.
- May be subject to cuts, bruises, needle punctures, burns, broken bones and insect and/or snakebites.

## **EEO/ADA Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **Veterans' Hiring Initiative**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

**Applications must be submitted online at:** <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_