



CITY OF SANTA FE

BDD Maintenance Planner/Scheduler

FLSA Status: *Non-Exempt*
Union Status: *AFSCME*
Salary Range: *103*
Safety Sensitive: *No*

General Definition of Work

Performs intermediate semiskilled work assisting the Buckman Direct Diversion (BDD) Facility Manager and Equipment Maintenance Superintendent in planning, scheduling, and coordinating resources, and related work as apparent or assigned.

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

- Accounts for and protects the security of the inventory by following the established security procedures.
- 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.
- Ensures that the warehouse is maintained in a neat and clean fashion and that there are no safety violations.
- Generates and prepares management reports on program effectiveness including, but not limited to, employment hours, work backlog, equipment repair history, costs, trouble calls and emergency maintenance, work orders, etc. Assists in root cause failure analysis investigations.
- Informs appropriate BDD staff of any items in short supply and initiates procurement process as appropriate.
- 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.
- Knowledge of functional area and highly skilled in organization and detail organization.
- Makes minor repairs on damaged items.
- Maintains inventory, bin locations and overflow areas to ensure that the proper level of stock is on hand at all times.
- 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.
- Performs other duties as assigned.

- 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.
- 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.
- 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)
- 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.

Knowledge, Skills, and Abilities

- Ability to analyze, plan, coordinate and oversee maintenance activities.
- Ability to manage the supply/inventory unit.
- Ability to identify general mechanical and electrical parts and equipment used in operation of a water treatment and distribution facility.
- Ability to prepare and complete maintenance and inventory reports.
- Ability to read financial and statistical data.
- Ability to calculate and evaluate percentages.
- Ability to operate effectively under tight deadlines.
- Ability to exercise insight, judgment, initiative, and creativity in problem solving.
- Knowledge of the mechanical and electrical work and parts and equipment used in operation of a water treatment and distribution facility.
- Knowledge of store/stockroom/warehouse methods.
- Knowledge of supply catalog organization, nomenclature, and use.
- Knowledge of the techniques of inventory control.
- Knowledge of automated inventory information/control systems.
- Knowledge of principles of bookkeeping and basic accounting.
- Skill in planning and logistics of maintenance work.
- Skill in establishing and maintaining effective working relationships with vendors and co-workers.
- Skill in effective communication.
- Skill in the operation of standard office equipment and software.
- **Attention to Detail** – Ability to be thorough when performing work and conscientious about attending to detail.
- **Customer Service** – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- **Deciding and Initiating Action** – Takes responsibility for actions, projects, and people; makes quick, clear decisions which may include tough choices, after considering risks.
- **Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- **Delivering Results** – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- **Interpersonal Skills** – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- **Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- **Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- **Resilience** – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Skills in computer software/applications/office technology**- Knowledge of modern office practices, procedures, and the use of standard office equipment and machinery.

- **Teaching Others** – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- **Thinking Strategically** – Thinks strategically and promotes best practices and leading-edge ideas.
- **Writing** – Writes in a clear, concise, and organized manner for the intended audience.
- **Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Education Requirement

High School Diploma or GED. Associate degree preferred.

Experience Requirement

Three (3) years of experience in computerized maintenance management system, computerized inventory control system and basic computer operation.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and Certifications

- Must possess a valid driver's license.

Special Requirements

- Must obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.
- Must have a reliable means of communication.

Physical Requirements

- Must be able to comply with respirator and other PPE requirements.
- Requires exposure to loud noises, vibrations, chemicals (including chlorine), toxic gases and fumes, germs, bacteria and allergens, welding flash, microwaves, sunlight, and oils.
- Reaching with hands and arms, pushing, or pulling and repetitive motions.
- Requires the occasional exertion of up to 100 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles, and observing general surroundings and activities.

Working Environment

- Work is performed in a warehouse setting with appropriate climate controls.
- Work is performed outdoors, sometimes in inclement weather, wet conditions, on slippery surfaces, over six feet off the ground and in confined spaces.
- Work frequently requires working near moving mechanical parts, working in high, precarious places.
- May be required to perform shift work/irregular hours and be available in the event of emergency or as necessary.

- May be required to use an oxygen monitor in designated areas.
- May be exposed to noxious odors, dust, poor ventilation, 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 additional hazards.
- May be exposed to Video Display Terminals (VDTs) and Cathode Ray Tubes (CRTs).
- Work occasionally requires exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g., business office, light traffic).
- Some travel to off-site locations is required.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the Americans 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://cityofsantafenemployees.munisselfservice.com/employmentopportunities/default.aspx>

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.

Acknowledgement

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities on this job description.

Print Employee Name

Date

Employee Signature