

FACILITIES MAINTENANCE AND REPAIR PLANNER

Code No.: 3-11-088

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important expediting position within Plant Maintenance of the City School District responsible for planning, scheduling, tracking and reviewing the maintenance and repair operations for all District facilities. The incumbent is required to process all work orders and manage the Preventative Maintenance Program by prioritizing all work, dispatching the appropriate personnel, checking progress of the work performed and maintaining all related data. The incumbent supervises Maintenance Mechanics and clerical staff. Work is performed under the general supervision of the Supervisor of Plant Maintenance. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares, implements and reviews the Preventative Maintenance (PM) Program and adjusts program and schedule as required;

Plans maintenance and project work including manpower estimates and material and tool requirements;

Prioritizes, assigns, tracks and maintains all maintenance and project work orders;

Oversees and participates in data entry input for all related activity tracking (Preventative Maintenance, inventory control, budget and financial monitoring, etc.);

Coordinates the Work Measurement Program by analyzing work, sampling data, and developing repetitive job standards;

Interfaces with personnel requesting work to set priorities and completion dates, address complaints, discuss job requirements, progress and completion;

Interfaces with supervisors, management and staff to coordinate project and maintenance work;

Ensures that Preventative Maintenance work orders are distributed to the responsible foreman on time and ensures that they are executed correctly;

Prepares stores requisitions, purchase orders, materials lists, sketches, and prints for maintenance and project work;

Establishes and maintains all records, blueprints, reports, work orders and other files;

Develops formal daily schedules for maintenance manpower;

Analyzes expenditures and material needs; makes recommendations on budget allocations and transfers;

Assists supervisor in budget forecasting and development;

Supervises data entry personnel, stockroom and preventative maintenance staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of all phases of preventative plant maintenance, including heating and ventilating maintenance and repair, general buildings and grounds maintenance and repair, and plumbing and electrical maintenance and repair; ability to organize, plan and implement a comprehensive preventative maintenance program; ability to plan, schedule and expedite all project work orders; ability to develop job standards; ability to plan manpower needs; ability to utilize a personal computer to manage work order and Preventative Maintenance programs; ability to prepare and maintain cost estimates, cost analyses, records and reports; ability to establish and maintain records, plans, prints and files; ability to assist in budget formulation, including computation and forecasting; mathematical ability; ability to communicate effectively both orally and in writing; ability to work in close cooperation with facilities personnel, staff, and users; supervisory ability; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus:

Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Engineering (Mechanical, Electrical or related field) or its equivalent in credit hours, plus one (1) year of full-time paid or its part-time equivalent experience in senior level positions in facilities maintenance and/or repair.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Motor Vehicle Operator's license class *5* at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 13, 1987