

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION MAINTENANCE PLANNER

DATE: 07/01/2021

JOB CODE: 21814

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision, provide asset inventory management, administrative, scheduling, and planning support to all sections of the Water Reclamation (WR) Division; including evaluating and analyzing the administrative portion of the maintenance procedures and maintenance interfaces with all sections of the WR Division; develop and recommend revisions to the procedures and interfaces to optimize efficiency; provide management of, and support the implementation of, the Computerized Maintenance Management System (CMMS); plan, schedule, coordinate, and monitor work in accordance with established priorities (or support the establishment of), staffing, parts, and material availability; develop and/or maintain records and prepare reports; assist in the development and/or management and coordination of the system of spare parts and materials inventory managed either by the Purchasing Supervisor or the WR Division; develop and/or administer the Work Order System by coordinating work requests between various groups; input, maintain, and track maintenance and repair related records; produce work schedules; assist the Operations and Maintenance management teams with job interruptions due to emergency requests; maintain, update, and control a complete library of manufacturers and vendor installation, operations and maintenance manuals (IOMS); plant record drawings, specifications, and shop drawings; assist in development and implementation of a cost-efficient long-range maintenance program that aligns with ISO 55000 standards; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for performing complex administrative support work in the planning, developing, coordinating, scheduling, monitoring, implementing, and delivering the installation, maintenance, and repair of heavy industrial/plant mechanical, electrical, supervisory control and data acquisition (SCADA) equipment or wastewater collection systems. Within one (1) year from appointment, the incumbent is expected to function at a fully qualified journey level. Journey level is distinguished from the first year by the performance of the full range of duties as assigned, working independently, and exercising judgement and initiative. Initially under close supervision, the incumbent will perform the majority of the duties as assigned with minimal direction and demonstrating growth in judgement and initiative. Incumbent may be expected to support the implementation of a new CMMS from the time of

appointment. Incumbent at the Journey level will receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the WR Division. Supervision is received from the Water Reclamation Maintenance Superintendent or designee. Exercises no direct supervision over staff. This position is primarily office/administrative based with a lesser field work component.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Serve as developer for, and maintain CMMS database for functions including but not limited to, preventive, corrective, reactive, and predictive maintenance, P&ID drawings, and work order histories;
- Participate in CMMS software implementation and improvement process;
- Assist in developing, managing, and tracking the WR asset management program including ensuring the asset tagging system is kept current as assets are exchanged or upgraded; manage asset work planning and spare part inventory in the CMMS;
- Develop, generate, receive, and review/manage work requests, confer with requestors, and may make applicable corrections to work orders before distribution with prior general supervisory approval in the Department's CMMS; ensure proper/effective creation, planning, updating, and closing of work orders;
- Obtain, develop, interpret and routinely update/maintain an accessible electronic database including but not limited to files of operations and maintenance manuals, record drawings, shop drawings, specifications, documents, manuals, plans, service bulletins, diagrams, Standard Operating Procedures (SOPs), Operation and Maintenance (O&M) manuals, etc.;
- Request reservations of all stores, material, and parts, ensuring all resources are available before work is scheduled;
- Work with administrative staff on various tasks when needed;
- Prepare work schedules of reactive, proactive/preventive, and predictive maintenance and special projects for various WR sections;
- Measure and publish metrics for each Section of the WR Division; interpret and analyze data and present recommendations to the management teams for optimizing repetitive processes;
- Assist in creating and coordinating scope of work, requests for proposals/quotes, and changes with Project Managers and management teams;

- Perform critical spare parts inventory management and auditing; publish regular critical spare part cycle count results in the CMMS;
- Order parts, supplies, and materials using the Department's enterprise system following established purchasing policies and procedures, assist in making cost estimates;
- Develop and provide training on systems and procedures; prepare CMMS training manuals; provide training and assistance to other staff;
- Participate in meetings with the operations and maintenance staff and other groups including but not limited to purchasing, engineering, contractors, and vendors;
- Implement and track standard workflows for work orders, inspections, small projects, etc.;
- Assist in budget preparation and administration;
- Operate office equipment and Department vehicles; and
- Perform other related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Asset management/CMMS principles at an advanced level including modern and complex principles and practices of reactive/corrective, preventive, and predictive maintenance;
- Safety standards, practices, and procedures applicable to municipal wastewater collection and treatment systems, including occupational safety hazards and safe work practices;
- Intermediate to advanced office procedures, methods, and equipment
- Intermediate to advanced level computer operation skills (hardware and software), including word processing, database programs, spreadsheets, electronic mail, Department utilized software application programs, CMMS, etc.;
- Complex record keeping, documentation, and administrative practices;
- Principles, practices, tools, methods, and materials used in installing, maintaining, and repairing systems and equipment in construction and wastewater related trades, including preventive, predictive, and corrective maintenance techniques, facilities maintenance, mechanical, electrical, electronic, and instrumentation trades at a basic level advancing to intermediate one year after appointment;
- Basic principles and practices of project management;

- Basic principles and practices of computers and information systems;
- Basic methods and techniques of troubleshooting CMMS problems;
- Intermediate to advanced English usage, spelling, grammar, and punctuation;
- Budget preparation and fiscal management practices to assist in developing and administering a budget;
- Intermediate to advanced problem analysis and problem-solving skills;
- Basic report writing techniques to produce analytical reports or written materials having high organizational impact in appropriate format;
- Ability to interpret technical information;
- Intermediate math.

Ability to:

- Create, enter, retrieve, analyze, and/or review data entered into CMMS and databases and perform extensive computer-based functions;
- Functionally use computer hardware, navigate the internet, functionally use Microsoft Office Suite products (Outlook, Word, Excel, and PowerPoint), and functionally use the Department's purchasing, work order management, GIS, and other software programs and applications;
- Digitally prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials that are generally free of grammatical error;
- Exercise a high level of tact and diplomacy in dealing with the public as well as other Sections and Divisions of the Water Department;
- Work effectively with others, establish and maintain effective working relationships with those contacted in the course of work;
- Assist in the process of the annual budget development;
- Read, understand, interpret, and apply moderately complex materials including technical manuals, drawings, specifications, layouts, diagrams, blueprints, plans, and schematics;
- Maintain detailed, complex, and accurate records;
- Recognize, report, and correct (where applicable) unsafe working conditions;
- Understand and carry out routine to complex instructions furnished in oral, written, or diagrammatic form;
- Exercise sound judgment; independently make decisions and take appropriate action;

- Communicate clearly and concisely, both orally and in writing;
- Work under moderate or high stress conditions, organize, prioritize, and perform multiple tasks concurrently;
- Remain current on related CMMS and asset management developments;
- Work from sketches, blueprints, and manufactures' diagrams; and
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Associate's degree from an accredited college or university with major course work in a technical field, engineering, business or public administration, or related field;

OR

Equivalent to completion of the twelfth (12th) grade, supplemented by successful completion of a program such as a trade school or certificate program including specialized course work in mechanical, electrical, water/wastewater operations, engineering support or construction program maintenance, or other related field equivalent to an Associate's degree;

OR

Equivalent to completion of the twelfth grade (12th) grade, and a minimum of five (5) years of advanced level office/administrative experience performing duties including working with CMMS, report generation, asset management, and records management; and the ability to demonstrate an understanding of tools, materials, methods, and practices of the facilities maintenance, mechanical, electrical, electronic, and instrumentation trades at a basic level advancing to intermediate after the first year of appointment.

AND

Experience: One (1) year of journey level experience managing maintenance planning, maintenance, and repairs via a CMMS.

OR

Four (4) years of experience providing technical and/or administrative support to a mechanical, electrical, water/wastewater operation, engineering support, or construction maintenance program

OR

Four (4) years of experience in the installation, repair, operation and/or maintenance or in the planning, scheduling, coordinating, or monitoring of

heavy/mechanical/electrical/wastewater collection equipment such as pumps, motors, variable speed drives, SCADA equipment, and/or other related equipment.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class “C” California driver’s license. For out of state applicants, a valid driver’s license is required and a valid Class “C” California driver’s license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves occasional exposure to potential physical harm, infectious disease, and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, solvents, and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climate conditions. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbent requires sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing 15 pounds routinely and rarely up to 50 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Job Description

BOWC Approved:
Rev Appr:

9/20/1994
4/4/1995
8/2/2016
6/22/2021

Testing Standards: App Review/ Supp App Review