

## MAINTENANCE PLANNER

### DEFINITION

Improves work force productivity, maintenance resource consumption, and capital planning by planning and coordinating facilities condition assessments.

### TYPICAL DUTIES

Develops and implements facilities condition assessments and related surveys for facilities within a local district.

Identifies project requirements and manages data to establish prioritization of projects.

Coordinates the scheduling of facilities condition assessments within a local district, and acts as a liaison amongst various departments.

Develops quality maintenance assessment and other ad hoc survey reports.

Trains staff to conduct facilities condition assessments and related surveys, which identify buildings and grounds components, lifespan, condition, and potential hazards.

Tracks and maintains facilities condition assessment data.

Improves efficiency and overall productivity by using facilities condition assessments for resource availability, preventive maintenance backlog, and project accountability.

Analyzes staffing levels based on work order history and backlog, and makes recommendations such as feasibility of packaging projects and new methods and techniques to upper management.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Maintenance Planner coordinates condition assessments of building and grounds components for facilities within a local district to optimize resources such as labor, time, material, and capital.

A Senior Maintenance Planner supervises a team of Maintenance Planners responsible for improving workforce productivity, maintenance resource consumption, and capital planning by planning and coordinating facilities condition assessments.

A Senior Craft person assists a supervisor in managing the overall respective operations in District facilities.

### SUPERVISION

A Maintenance Planner receives general supervision from a Senior Maintenance Planner. General supervision is exercised over lower-level professional and clerical employees.

### CLASS QUALIFICATIONS

#### Knowledge of:

Maintenance management principles, including strategic maintenance planning and innovative methods of delivering building maintenance services

Preventive maintenance theory and practices

Current practices, materials, tools, and equipment used in maintenance and repair activities of various construction trades

Principles of data collection and validation for maintenance planned activities

Principles pertaining to the interpretation of plans and specifications  
Methods of estimating materials and labor costs  
Microsoft Word and Excel, and Maximo  
State and local building and safety codes, ordinances, and regulations  
Engineering principles as related to maintenance and repair of facilities  
Building materials, types of buildings, and construction standards  
Principles of employee supervision and training

Ability to:

Compile, analyze, and present statistical data in various formats using computer applications such as Access, Excel, Crystal Report Writer, Maximo, and Primavera P3 EC  
Establish and maintain rapport with District personnel and consultants  
Communicate effectively, both orally and in writing  
Conceptualize scope of work, methods of placement, and cost based on verbal description or visual observation  
Operate an office computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, including or supplemented by the completion of courses that provide at least 16 semester units or equivalent quarter units in architecture; structural, civil, or mechanical engineering; construction management; or a closely related field. Additional qualifying experience beyond that required may substitute for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two years of experience planning, scheduling, and estimating maintenance or construction projects, preferably for educational facilities.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTE

A Facilities Planner Training Program certificate is required by completion of the probationary period.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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MHO