

## SENIOR MAINTENANCE PLANNER

### DEFINITION

Supervises and participates in the work of Maintenance Planners responsible for the coordination of condition assessments to ensure the optimal use of maintenance resources.

### TYPICAL DUTIES

Supervises, reviews, and participates in the activities of a team of Maintenance Planners responsible for the following:

- Developing and implementing facilities condition assessments and related surveys for facilities within a local district.
- Identifying project requirements and manages data to establish prioritization of project.
- Coordinating the scheduling of facilities condition assessments of District facilities.
- Training staff to conduct facilities condition assessments and related surveys, which identify buildings and grounds components, lifespan, condition, and potential hazards.
- Analyzing staffing levels based on work order history and backlog, and making recommendations such as feasibility of packaging projects and new methods and techniques to upper management.

Generates funding allocations for District-wide maintenance plans using funding sources based on industry and District standards.

Develops District-wide quality maintenance assessment and Facilities Condition Index (FCI) reports. Formulates metrics to establish local district performance measures including developing methods for creating and maintaining data used in records, charts, and graphs reflecting estimated versus actual construction costs.

Responds to inquiries from Board members, Facilities senior management, departments, and the public with regard to facilities maintenance data and funding accountability, and compiles and presents reports upon request.

Coordinates the collection and archiving of data in a computerized maintenance management system.

Oversees the District-wide execution of the facilities condition assessment.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventive maintenance, smaller construction projects, and custodial operations for a Maintenance and Operations local district.

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

## SUPERVISION

General supervision is received from a Deputy Director of Facilities Maintenance and Operations. General supervision is exercised over Maintenance Planners.

## 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
- 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 budgetary planning and control
- Principles of employee supervision and training

### Ability to:

- Plan, schedule, and coordinate work
- Compile, analyze, and present 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
- Promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment

## 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:

Four 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.

Revised  
04-24-17  
MHO