
Job Title: Maintenance Planner - Water**Location:** Service Center**Department:** Water Engineering**Job Status:** Full-Time**Reports To:** Water Services Division Planner**Job Grade:** 600**Pay Status:** Non-Exempt**Date Created/Updated:** 2/24/2023

Position Summary

The Maintenance Planner - Water is responsible for assisting with the management of the NBU Cityworks maintenance data integrity, program design, job planning, scheduling and training for the computerized maintenance management system. The Maintenance Planner - Water develops, initiates, and maintains maintenance database programs/schedules to meet regulatory requirements.

Essential Duties & Responsibilities

MAINTENANCE PLANNING:

- Assists in managing department Cityworks computerized maintenance management system (CMMS) and mCare workflows
- Assists with facilitating CMMS application development; may provide system framework recommendations that align with Asset Management (AM) best practices
- Develops customized reports for management to evaluate data and work requirements and overall maintenance effectiveness
- Facilitates job planning and scheduling for proactive and corrective maintenance activities for all vertical and horizontal water/wastewater infrastructure
- Manages work activities and is responsible for job backlog integrity
- Provides training in CMMS and mCare to Water Services end users
- Conducts planning and scheduling meetings, facilitates communication between all stakeholders in coordination of maintenance activities
- Assists with annual Water Services Maintenance Program review and in preparation of planning/scheduling proactive maintenance activities
- Analyzes and develops recommendations for new and/or improved processes and relevant supporting asset management processes, and assists with implementation with a focus on efficiencies
- Assists with the development, implementation and facilitation of Maintenance Management Plans; monitors progress according to plan
- Reviews organizational structures to ensure they facilitate efficient and effective services
- Recommends solutions for improved productivity and reduced operational costs; identifies and promotes more effective use of existing resources
- Supports and implements processes to ensure CMMS data integrity
- Acts as an ambassador for Asset Management practices and AM cultural development
- Assists with the development of performance metrics for enhanced resource management
- May build reports, analyze data associated with recommendations to support Asset Management decisions
- Develops process improvement suggestions that align with strategic initiatives
- Assesses impact of proposed changes to related business processes and develops cost/benefit analysis
- Consults with external utilities to identify "best practice" resource management
- Develops performance indicators to measure the results of the scheduling program effectiveness, focusing on asset reliability and resiliency.

FIELD OPERATIONS:

- Assess emergency sewer and water failures and ensure that work processes support a timely correction

- Research best practices for asset data collection for GIS and other sources to provide field crews with accurate infrastructure data and mapping to provide process improvement recommendations
- Ensure state and city regulations/codes are followed on repair jobs and all maintenance activities
- Report corrective actions to management

OTHER DUTIES:

- Understanding and strict adherence to NBU's safety policies and industry safety standards

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Associates

Other: Two-year associates degree; diploma or equivalent from a college, technical, business, vocational, or correspondence school

Work Experience Time Frame: Three Years or

More Field of Study: General Studies

Certification and Licensures Requirements

- Valid Texas Driver's License

Other Minimum Qualifications

- Flexibility in available hours, including holidays, weekends, and/or after hours required
- Must reside within a thirty-minute response time of the NBU Service Center as measure by an internet mapping tool

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Experience with Machines, Tools, Equipment and Other Work Aids

Logistical Knowledge of:

Heavy Equipment, Cured in place pipe installation equipment, CCTV camera equipment, Leak Detection Correlators, Leak Detection Data Loggers, Leak Detection Ground Mics, Satellite Leak Detection, Robotic Valve Exercising, Combo-Units, Boring Equipment, Line Stopping Equipment, Pressurized Valve Installation Equipment, Pumps, Welding Equipment, Uni-Hoist, Smoke and Vacuum Testing Equipment, Water Flow Testing Equipment and Software, Gas Monitoring, Sewer Line Rapid Assessment Tool, Laptop, projector, fax, copier

Physical Demands

Standing: Frequently

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Frequently

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Occasionally

- To Other Departments/Office/Office Equipment
- Around Worksite

Carrying: Occasionally

- Supplies
- Equipment
- Files

Sitting: Frequently

- Desk Work
- Meetings
- Driving

Reaching: Occasionally

- For Supplies
- For Files

Handling: Frequently

- Paperwork
- Monies

Kneeling: Rarely

Filing in Lower Drawers

Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

File Drawers

Equipment

Table and Chairs

Hose

Climbing: Never

Stairs

Ladder

Step Stool

Onto Equipment

Vision: Constantly

Reading

Computer Screen

Driving

Observing Worksite

Foot Controls: Occasionally

Driving

Operating Heavy Equipment

Dictaphone

Balancing: Never

On Ladder

On Equipment

On Step Stool

Bending: Occasionally

Filing in Lower Drawers

Retrieving Items from Lower Shelves/Ground

Making Repairs

Crouching: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Crawling: Occasionally

- Under Equipment
- Inside Attics/Pipes/Ditches

Hearing: Constantly

- Communication Via Telephone/Radio/To Co-

Other: Click or tap here to enter text.

Workers/Public

- Listening to Equipment

Twisting: Frequently

- From Computer to Telephone
- Getting Inside Vehicle

Talking: Constantly

- Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Outdoors

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date