

Job Title: Maintenance Planner - Electric**Job Status:** Full-Time**Department:** Asset Management**Job Grade:** 206**Reports To:** Reliability and Resiliency Manager**Work Setting:** Hybrid**Pay Status:** Exempt**Date Created/Updated:** 8/27/2024**Location:** Service Center

Position Summary

The Maintenance Planner is responsible for the planning of maintenance and small capital work. They are responsible for managing the NBU Cityworks maintenance and capital data integrity, program design, job planning, and training for the computerized maintenance management and Planning & Scheduling Systems. The Maintenance Planner develops, and maintains Asset Management (AM) database programs, related planning & scheduling, and reporting to meet department requirements. Tracks job costs using work order system. The Maintenance Planner is responsible for data integrity for AM work records. Monitors schedule compliance levels and identifies reasons for completion shortfalls and makes recommendations for Planning & Scheduling Program improvement based on asset management best practices.

Essential Duties & Responsibilities

MAINTENANCE PLANNING:

- Manages divisional Cityworks Computerized Maintenance Management System (CMMS), mCare, and Geographical Information System (GIS) workflow framework and system database improvement initiatives
- Works directly with all Stakeholders related to managing infrastructure assets and facilitates collaborative improvement of associated activities that support reliability and resiliency practices
- Ensures and optimizes CMMS application development; supports system framework enhancements that align with Asset Management (AM) best practices
- Develops and monitors reports for management to evaluate data and work requirements and overall maintenance program effectiveness
- Facilitates coordination and communications for enhanced reliability and resiliency efforts
- Manages processes for asset attribute data to be provided to the NBU GIS Team to include GPS locations & asset data for asset registry maintenance for asset infrastructure
- Facilitates job planning for proactive and corrective maintenance activities for all vertical and horizontal electric infrastructure to determine/confirm “what” work needs to be accomplished, “why” it has a given priority, and “how” it will be accomplished
- Monitors work activities and is responsible for job backlog integrity
- Manages job preparation for scheduling meetings, ensures communication between all stakeholders in coordination of all work activities
- Follows Maintenance Management Plans; monitors progress according to plan and provides recommendations for improvement to management
- Acts as an ambassador for Asset Management practices and AM cultural development
- Facilitates training for CMMS, mCare, GIS, and all AM-related systems, processes, and workflows to division end users
- Continuously analyzes data and develops recommendations for improved asset-related processes and supports all efforts for improvements
- Builds reports, and analyzes data associated with recommendations to support asset management decisions
- Suggests process improvements that align with strategic initiatives and supports the implementation and change management efforts
- Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of Electric Services projects & maintenance activities
- Recommends revisions to organizational structures to ensure they facilitate efficient and effective AM services
- Implements solutions for improved productivity and reduced operational costs; identifies and works with management to

ensure more effective use of existing resources

- Assists with the development of performance metrics for enhanced resource management
- Analyzes data associated with recommendations to support decisions
- Assesses impact of proposed changes to asset-related business processes and assists in the development of cost/benefit analysis to be presented to management
- Consults with external networks to identify "best practice" planning & scheduling for asset management
- Develops and monitors Key Performance Indicators (KPIs) to measure the results of the Planning & Scheduling program effectiveness
- Facilitates quality control and enhancement of current processes for asset data collection for GIS and other sources collaborating with the GIS Team to provide data integrity for infrastructure
 - Manages all requests related to electric infrastructure as they pertain to NBU's Enterprise Asset Management Program

FIELD OPERATIONS:

- Assesses emergency electric failures and assists in strategic communication for timely corrections
- Assists field staff with CMMS issues and provides solutions to resolve problems
- Coordinates with departments to ensure that materials storeroom inventory is maintained and available for required maintenance activities or available from selected vendors
- Coordinates with Fleet and Facilities department to ensure equipment availability
- Ensure state and city regulations/codes are followed on maintenance activities
- Reports 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
- Exemplifies skills in business leadership, analytical/technology and communication
- 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 Safety, Team, Integrity, Culture and Stewardship
- Participate in and support initiatives to reach annual NBU Performance Measures and Annual Priorities

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Field of Study: General Studies

Work Experience Time Frame: Three Years or
More

Other: Four-year Bachelors degree; experience can
take the place of degree

Certification and Licensures Requirements

- Valid Texas Driver's License
- CMRP (Certified Maintenance and Reliability Professional) is preferred
- CRL (Certified Reliability Leader) is preferred

Other Minimum Qualifications

- Flexibility in available hours, including holidays, weekends, and/or after hours required

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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

Computerized Maintenance Management System (CMMS), MS Project, ADP, Smartsheets

Experience with Machines, Tools, Equipment and Other Work Aids

Some knowledge of: Heavy Equipment, Aerial Overhead Equipment, Pressure Diggers, Electric Bucket Trucks, Tree Trimming Equipment, Crane Truck, Electric Line Pulling Equipment is preferred. Intermediate knowledge of laptop computer and iPad is required.

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

Lifting: Occasionally

- ☒ Supplies
- ☒ Equipment
- ☒ Files

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: Occasionally

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Occasionally

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Rarely

- ☐ On Ladder
- ☐ On Equipment
- ☒ On Step Stool

Bending: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

Crouching: Occasionally

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

Crawling: Never

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☐ Listening to Equipment

Twisting: Occasionally

- ☒ From Computer to Telephone
- ☒ Getting Inside Vehicle

Talking: Constantly

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

Other: Click or tap here to enter text.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
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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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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/Field

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
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Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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