

**MAJOR FUNCTION**

This is highly technical administrative and supervisory work primarily accountable for planning, scheduling, coordinating, and evaluating all maintenance jobs to insure maximum productivity of maintenance personnel and smooth, reliable operation of the assigned utility facility (power plant or water/wastewater treatment plant). Incumbents are responsible for planning, scheduling and coordinating the material, equipment and crew requirements for projects and work orders using a computerized work management system, and are required to exercise considerable independent judgment and initiative in carrying out daily/routine responsibilities. Work is performed under the general direction of a higher-level supervisor and reviewed from an overall standpoint for proficiency and conformance to requirements, policies, business plans, procedures and work standards, through conferences, effectiveness of schedules, and by the observation of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Develops and administers the preventive maintenance (PM) program to ensure that it is being performed in an efficient and effective manner. Coordinates and reviews corrective maintenance (CM) work requests. Administers the computer-based maintenance management system (CMMS). Coordinates the development of work packages and maintenance procedures. Plans and schedules the work of crewmembers with the area supervisors using the CMMS. Plans and schedules planned/corrective work orders on a daily, weekly or longer-term basis to maximize efficiency and enhance productivity. Ensures the spare parts inventory necessary is available to perform scheduled and preventive maintenance activities. Develops technical specifications, obtains quotes and makes procurement recommendations for materials and services required to support the maintenance activities. Coordinates, participates, assists in, and directs some or all the planning and scheduling of maintenance activities and work assignments, including outages. Reviews all maintenance work requests to insure correct accounting and documentation and generates various reports from CMMS as required. Supervises assigned staff and contractors, provides for proper safety precautions. Inspects completed jobs. Works with supervisors and crewmembers on process and interaction issues. Regularly re-prioritizes work in response to emergencies, availability of parts and equipment and to make efficient use of dedicated resources. Plans projects, construction, maintenance and repair projects, including estimating materials, equipment and scheduling equipment and evaluating labor requirements. Identifies work to be performed by outside vendors and develops scope of work and work schedules. Analyzes equipment repair records and makes recommendations to improve reliability and maintenance efficiency. Generates and schedules PM and predictive maintenance activities. Participates in developing and updating predictive, preventative and condition-based maintenance programs and criteria for various types of equipment. Directs the development of manpower standards and provides input for manpower utilization and priority decisions. Responsible for compliance with the department safety rules and regulations, operating permits, and governmental codes and standards. Maintains data in the maintenance management system by ensuring accurate entering and updating entity information by assigned crews, employees, or supervisors. Analyzes and regroups entities; tracks work orders to completion and archiving; and supports the preparation of maintenance related reports. The primary duties of this position are performed in a general office environment; however, some work may be performed outdoors and may include working in adverse weather conditions and hazards involving the use of power tools and equipment and hazardous chemicals. Participates as a member of plant oil spill and hazardous material response teams (Electric & Gas only). Performs other duties as required.

**Other Important Duties**

May act as supervisor/lead in the supervisor's absence. Plans and conducts training sessions for staff on CMMS. Participates in emergency work. Performs other duties as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the principles, practices, methods, procedures, tools and equipment used in the installation, maintenance and repair of power plant or water/wastewater systems (as applicable to vacancy location). Knowledge of the methods, practices and techniques of work order scheduling, with emphasis on computerized scheduling and tracking systems. Knowledge of methods, techniques and safety practices of the trades associated with power plants/water/wastewater systems and machinery used in power plants/water/wastewater operations and the material, equipment and tools used in their installation, servicing, maintenance and repair. Knowledge of occupational hazards and safety precautions of the work. Ability to plan layout, assign, and inspect the work of others. Ability to prepare written reports, maintain accurate records, and communicate effectively, orally and in writing. Ability to instruct and supervise assigned staff and establish and maintain effective working relationships with fellow employees as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications that are necessary to successful job performance.

**Minimum Training and Experience**

**Electric Utility:** Possession of a high school diploma or an equivalent recognized certificate and six years of technical power plant experience in maintenance and/or maintenance planning; or an equivalent combination of training and experience obtained in industrial and/or military maintenance scheduling and/or planning application.

**Underground Utilities:** Possession of a high school diploma or an equivalent recognized certificate and six years of maintenance or maintenance planning in a utility facility or industrial and/or military facility; or an equivalent combination of training and experience. Experience supervising building and facility maintenance trades workers may substitute on a year-for-year basis for up to three years of the required experience

**Necessary Special Requirements**

Must be medically certified to wear a respirator and pass a respirator fit test prior to employment.

Must possess a valid Class E State driver's license.

**Electric & Gas:** Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

**Electric & Gas:** An employee assigned to the Purdom Power Plant, or who occasionally may be required to have unescorted access to the Port Facility portion of the Purdom Power Plant, as determined by the General Manager—Electric & Gas, must obtain Transportation Workers Identification Credentials (TWIC) within 90 days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

**Electric & Gas:** Must obtain within one year, and maintain for continued employment, HAZMAT and oil spill certifications within one year of employment

**Electric & Gas:** Individuals in this classification must be available to serve on-call and are subject to having to work outside of their assigned shift/schedule to meet operational needs.

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