

Senior Planner Scheduler (Mechanical)- IP

Job Type: Regular



Open Date: 01/11/21

Primary Recruiter: Jessica Brown

Close Date: 01/19/21 at 12 a.m.

Compensation: \$37.68 per hour

Level ID: 4115 Pump System Repair Shop

Location: Valley View Campus

Hours of Work: 4/10's, 5:30am-4:30pm, M-Th

The ideal candidate will have extensive experience planning, scheduling, and procuring parts and materials for a machine shop and pump repair facility; possess a thorough working knowledge of CMMS and ReqUI purchasing systems; and have 5-10 years of progressive experience in developing and maintaining detailed repair records, maintenance schedules, rebuild/repair progress methodologies, and return value metrics.

INTRODUCTION: Human Resources will screen applications and supplemental questionnaires for minimum qualifications. Candidates possessing the minimum qualifications will be forwarded to the hiring department for interview. The successful candidate may be required to pass a job-related physical evaluation and a drug screening.

GENERAL PURPOSE

Under direction, plans, coordinates and schedules work orders and projects in the construction, maintenance and repair of facilities and equipment used in the production, treatment, storage, and transmission and distribution of residential, commercial and industrial water including materials, equipment, labor, safety precautions, inventory items, tools, permits and related requirements; and performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, methods and equipment used in the construction, installation, maintenance and repair of water production, treatment, storage, transmission and distribution systems, facilities and equipment; maintenance work order management and other applications related to the work; applicable codes, ordinances and regulations related to the work; Safe Drinking Water Act and relevant EPA regulations; methods, practices and techniques of work order scheduling, with emphasis on computerized scheduling and tracking systems; methods, techniques and safety practices of the assigned section.

Electrical/Electronics section: Electrical operations and PLC control of pumps, motors, wells, reservoirs, chlorine systems and other equipment and machinery used in a large water works and the material, equipment and tools used in their installation, servicing, maintenance and repair.

Control Systems section: Modern, state-of-the-art electronics equipment, components and devices used in the operation, monitoring, maintenance and repair of a large water works system, including communications and control systems, and computers and the material, equipment and tools used in their fabrication, installation, servicing, maintenance and repair.

Mechanical section: Mechanical operations of pumps, wells, motors, reservoirs, chlorine systems and other mechanical systems used in a large water works system and the material, equipment and tools used in their

construction, maintenance and repair.

Treatment section: Mechanical, electrical and chemical feed systems used in treatment plant facilities and the material, equipment and tools used in their construction, maintenance and repair.

Facilities section: Modern, state-of-the-art facility building construction, renovation, systems and equipment, including HVAC systems, used in a large water works system and the material, equipment and tools used in their installation, servicing, maintenance and repair.

Ability to:

Plan, schedule and evaluate the quality and quantity of work needed to accomplish work group goals within set limits of time and cost; determine staffing, equipment and materials required to complete work orders; operate computers and work order management systems to plan, schedule and monitor the completion of work orders and to generate applicable analyses and reports; coordinate assignments with other sections, divisions, departments or agencies; understand and follow oral and written instructions; prepare clear and concise records, reports and other written materials; establish and maintain effective relationships with those encountered in the course of the work; operate and maintain hand and power tools pertaining to the work; read and understand blueprints, drawings, specifications and sketches pertaining to the work; perform journey-level duties of the assigned section; work independently and exercise sound judgment in performing duties.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of journey-level water works experience in the work of the assigned section; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid Nevada drivers license and the ability to maintain insurability under the District's Vehicle Insurance Policy. Some positions may require a Class A drivers license.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop math; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations and the public. The employee occasionally is required to deal with dissatisfied or quarrelsome individuals