

**Work Plan No. B.12-02 Track and Structures Planner in PM Planning and Scheduling Group**

**Scope:**

Specific duties and responsibilities for the Track & Structures Planners shall include the following:

- a) Performs complex scheduling, planning, analysis, record keeping, and other management reporting related to maintenance and capital construction work at the District.
- b) Makes recommendations for action and assists in policy and procedure implementation
- c) Determines which assets and components are due for maintenance or replacement, scheduling maintenance, scheduling track access, and monitoring, evaluating and reporting a wide variety of maintenance related information
- d) Establishes and maintains a variety of records and files related to preventive maintenance and modification processes and activities
- e) Assists other divisions and departments with set-up and operation of dedicated maintenance planning and scheduling systems
- f) Attend weekly system access meetings, representing Track & Structures Maintenance group.
- g) Coordinate with System Access and other BART stakeholders to understand stakeholder needs and convey Project requirements.
- h) Attend Working Group meetings and other Project meetings as required, to remain current on project status.
- i) Submit System Access Requests for formal approval by BART
- j) Performs related work as assigned.

Knowledge of:

- a) Principles and techniques of maintenance scheduling.
- b) Manual and computerized maintenance scheduling, tracking and reporting systems and their operation
- c) Record keeping and file maintenance systems and procedures.
- d) Analyzing and scheduling preventive maintenance.

- e) Reading and interpreting complex written maintenance and modification procedures, directives and bulletins.
- f) Operating computerized maintenance scheduling, tracking and reporting systems
- g) Establishing and maintaining effective working relationships with those contacted in the course of the work.
- h) Proficient at a personal computer, with skills in Microsoft Excel and MAXIMO.
- i) Preparing effective written reports and memos

**Prime: PreScience Corp**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
Azad Engineering PC	\$ 568,599	Y	Y

**Total Work Plan Value: \$ 596,021**