



## MANAGER OF MAINTENANCE PLANNING

JC: 000159	BU: 95 (Non-Rep)
PB: 9	Created: September 2017
FLSA: Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Manages maintenance planning activities and operations within the Rolling Stock and Shops Department; administers and coordinates department level planning & scheduling projects and activities; makes recommendations for action and assists in policy and procedure development and implementation; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single incumbent class is responsible for complex and professional maintenance planning & scheduling duties in support of management initiatives. The incumbent serves as liaison between departments, managing resources and programs; directly manages activities and provides substantive recommendations within area of assignment. The incumbent is accountable for accomplishing division goals and objectives; as well as providing operating procedures and policies, technical decision making, budget administration and personnel management.

### **REPORTS TO**

This position reports to a designated supervisory or managerial position.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to the following:*

1. Works closely with Rolling Stocks & Shops management and external departments ensuring that all work plans are efficient and effective.
2. Documents maintenance planning & scheduling requirements for all rail maintenance planning and scheduling activities; oversees the day-to-day operations using relevant software to ensure accuracy and validity of information including analyzing and updating asset database and maintenance requirements.
3. Works with maintenance management and staff to provide effective asset maintenance scheduling and reporting, implements software upgrades and enhancements, makes recommendations for process improvements, and provides reports on asset maintenance status; maintains systems for prioritizing and scheduling work using Maximo CMMS or other software.

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4. Reviews and reports on work order status; reviews data and information accuracy, provides QA/QC of input data; provides recommendations for improving accuracy and completeness of data inputs; customizes user-interface to help improve accuracy of data inputs; assists managers and supervisors in implementing best practices for asset management; promotes consistency and timely service.
5. Coordinates and develops IT interfaces with CMMS of other departments.
6. Prepares maintenance forecast reports utilizing available data, projected maintenance planning & scheduling activities, utilization rates, etc.
7. Determines material needs necessary to fulfill maintenance and inspection requirements. Coordinates these needs with Procurement and RS&S Operations; Advises appropriate staff as necessary.
8. Coordinates with RS&S operations and procurement and other maintenance departments to maximize utilization of rail down times to accomplish required maintenance actions.
9. Makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
10. Conducts a variety of organizational, operational and analytical studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate; prepares a variety of formal reports.
11. Monitors the efficiency and effectiveness of service delivery methods and procedures; recommends, within department policy, appropriate service and staffing levels.
12. Participates in the development and administration of an assigned budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.
13. Explains, justifies and defends programs, policies and activities in assigned areas of responsibility; contributes to management review of assigned activities.
14. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree from an accredited college or university.

#### **Experience:**

Four (4) years of experience as a maintenance or construction planner, estimator and/or scheduler or equivalent in performing activities related to facilities maintenance and/or infrastructure utilities,

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equipment and/or related structures construction and maintenance which must have included at least two (2) years of supervisory/management experience.

### **Preferred Experience:**

- Experience with computerized maintenance management systems – CMMS or related software preferred.
- Experience relating to planning and scheduling industrial maintenance preferred.
- Experience in large company with diverse maintenance practices preferred.
- One (1) year of experience as a supervisor or manager of journey level workers in a construction or facilities/equipment maintenance environment preferred.

### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis; one year (2000 hours) of qualifying experience will be considered equivalent to 30 semester units/ 45 quarter units. A college degree is preferred.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of ISO 9000, Lean and Six Sigma methodologies.
- Operational characteristics, services, and activities of a Strategic Maintenance Program (SMP) overhaul facilities.
- Principles, practices, methods, materials, tools, and equipment used in reliability-based maintenance.
- Principles and practices of budget preparation and administration. Principles of supervision, training, and performance evaluation.
- Occupational hazards and standard safety practices including OSHA and environmental rules and regulations.
- Related Federal, State and local laws, codes, and regulations.

### **Skill in:**

- Proficient at the use of commercial Maintenance Planning Software including development of reporting metrics
- Computer proficiency with Microsoft Office software Excellent verbal and written communications skills
- Ability to work effectively with all level of personnel and to work under minimal supervision
- Management of a comprehensive Strategic Maintenance Program (SMP) Implementing reliability-based maintenance program with an emphasis on lean manufacturing, including planning and scheduling.
- Participating in the development and administration of division goals, objectives, and procedures
- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Ensuring compliance with applicable EPA, OSHA and other mandated rules and regulations
- Interpreting and applying Federal, State and local policies, laws, and regulations.

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- Establishing and maintaining effective working relationships with those contacted in the course of the work

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; field environment; travel from site to site.

#### **Physical Conditions:**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No