



SCHEDULING SUPERVISOR

JC: 000048
PB: 06
FLSA: Exempt

PC: 880
BU: 31 (AFSCME)
Created: March 2011

*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

Supervises the maintenance scheduling program activities within the District's operations maintenance areas; coordinating the planning, scheduling and performance of work on District equipment; provides highly responsible and complex staff assistance to the assigned Group Manager.

CLASS CHARACTERISTICS

Incumbents in this class coordinate the District operations for revenue and nonrevenue maintenance by providing a long-range schedule of shop work in accordance with priorities and general schedules established by the assigned Department. This class is the first full line supervisor class assigned over the maintenance scheduling program.

REPORTS TO:

This position reports to a designated supervisory or managerial position.

EXAMPLE OF DUTIES

1. Reviews planned work for all shops determining the optimal schedule to perform the work projecting requirements across 1-12 month window using scheduling and computerized maintenance management software.
2. Responsible for planning, scheduling, and performing work on revenue vehicles or non revenue maintenance while meeting all service requirements; coordinates work prioritization and distribution.
3. Acts as the primary point of contact with Operations to coordinate work on all revenue vehicles or non revenue maintenance, as well as maintaining the archive of all maintenance.

Scheduling Supervisor

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4. Coordinates and executes maintenance and project schedules for the department.
5. Gatekeeper for work scheduling; starts when “ready”; establishes and promotes good working relations with Materials Management to ensure that all materials required for work are ready and available for the workforce.
6. Drives the Planning/Scheduling modules including resource loading and leveling.
7. Schedule work based on forecasting, material availability and labor pool; develop and manage Critical Path Method (CPM) scheduling for projects.
8. Serves as system super-user for the department monitoring trends, developments, and recommending potential improvements in the tool set as well as policies & procedures in relation to the tool set.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a revenue vehicle or non revenue maintenance operation

Principles and practices of maintenance planning, scheduling optimization, CPM scheduling, forecasting, warranty administration, etc.

Shop capacity, material availability, and resource requirements for performing all maintenance work including scheduled, unscheduled and modification work.

Principles and practices of budget preparation and administration

Principles of supervision, execution and performance evaluation

Coordinating shop operations for revenue facilities and/or equipment in a production environment

Related Federal, State and local laws, codes and regulations

Skill in:

Supervising, directing and coordinating the work of lower level staff including evaluation and performance review

Assessing scheduling needs and developing programs to meet those needs

Interpreting and explaining District's maintenance policies and procedures

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals

Researching, analyzing and evaluating new maintenance planning/scheduling methods and techniques

Interpreting and applying Federal, State and local policies, laws and regulations

Communicating clearly and concisely, both orally and in writing

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

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in engineering, business, production management or a related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) technical experience related to maintenance, which must have included three (3) years of experience using computerized maintenance management planning and scheduling tools.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record. Must possess the physical mobility to walk, climb, stoop, bend, crawl and twist.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; exposure to heat, cold, moving vehicles, and inclement weather.

Physical Conditions:

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

EEOC Code: