VALLECITOS WATER DISTRICT

CMMS PLANNER

DEFINITION

Under general supervision, performs responsible technical support work related to the development and maintenance of the District’s Computerized Maintenance Management System (CMMS); performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent, non-supervisory class is responsible for the maintenance and upgrades of project planning software, and assists Operations and Maintenance (O&M) department with maintaining project data within system. This class is distinguished from the Operations and Maintenance Manager, which oversees all District operations and maintenance functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Utilizes CMMS maintenance software to develop and maintain the computerized maintenance management program that ensures the maintenance and repair of District equipment and facilities;
- Develops maintenance job plans for new and ongoing operations and inputs the data into the CMMS Work Order System in coordination with O&M supervisors;
- Develops, coordinates, and implements database system technical improvements, including but not limited to, building/maintaining reports, developing/implementing saved queries, and coordinating interface development and implementation, working in conjunction with District Information Technology staff;
- Provides periodic status reports on completed and scheduled maintenance activities;
- Trains and works closely with District staff to ensure accuracy of information entered and maintained in the CMMS database;
- Coordinates the integration and support of system enhancements to ensure continuous process improvement and facilitates end user support and training;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities
Knowledge of:
- CMMS computerized maintenance management system software;
- Work order systems;
- Microsoft Office programs;

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Keep accurate records;
- Establish and maintain effective working relationships with other employees and those contacted in the course of the work;
- Explain and apply policies and procedures;
- Understand and follow verbal and written directions;
- Work independently;
- Operate a computer and use a variety of computer software;
- Analyze information, evaluate alternatives, and make sound recommendations.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: high school graduation or equivalent and four years of experience using and maintaining a CMMS program. Experience working for a water/wastewater agency is desirable.

Licenses, Certificates, and Special Requirements

- None required; however, position-related certificates and licenses will be noted.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.
I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________

Employee Signature                                                                                Date

______________________________________________________________________

Supervisor Signature                                                                                Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.