**Class Summary**

The responsibilities of this classification include planning, scheduling and estimating maintenance job costs for assigned work activities. Incumbents administer, plan and implement a comprehensive, accurate and up to date maintenance program for fleet assets, facilities assets, equipment contract management and conduct or assist with facility inspections.

**Distinguishing Characteristics**

This is a single level classification and is distinguished from the Grants and Contracts Officer series in that the Maintenance Planner/Scheduler is primarily responsible for planning and scheduling maintenance activities, while the Grants and Contracts Officer is primarily responsible for procurement, contracting or grants work. This classification is distinguished from the Inventory Purchasing Specialist series in that the Maintenance Planner/Scheduler is not primarily responsible for purchasing and inventory control functions. Some incumbents may provide lead direction and/or supervise the work of assigned staff.

**Examples of Duties**

1. Plan, schedule, estimate and/or coordinate maintenance work. Prioritize work and determine maintenance schedule.
2. Administer, handle and manage warranties; collaborate and negotiate with vendors to receive goodwill warranties; provide documentation and failed parts to facilitate warranty claims; direct the warranty processing to ensure claims are treated in a timely and accurate manner, payments are received and auditing requirements are met; update equipment warranty records
3. Supervise and/or provide lead direction to assigned staff.
4. Purchase materials, tools and equipment. Develop specifications for procurement of goods, materials and equipment.
5. Estimate and determine labor and material requirements.
6. Schedule and coordinate work requirements for clients.
7. Coordinate or assist in the coordination of maintenance and revisions to automated management information system use and operation.
8. Diagnose electronic trouble codes, alarms or errors reported from the Electronic Control units in fleets to assist technician group.
9. Serve as a technical resource for work teams handling multiple analytical, planning projects, or programs involving a combination of analysis, planning, coordination, implementation and oversight.
10. Use specialized computer programs to audit, check and monitor work. Estimate and determine labor and material requirements after evaluation and prioritization of work to ensure daily operations are done in accordance to process, procedures and various regulations.
11. Coordinate maintenance work performed by external contractors.
12. Prepare alternative maintenance strategies to assist management in determining maintenance program goals and objectives.
13. Audit Facilities contractors’ performance, check on work in progress, manage progress payments, and site audit for completion of projects to ensure proper documentation is signed off.
14. Follow up with Labor and Industries findings on safety violation(s), contact vendor to schedule necessary maintenance/repair on a timely manner.
15. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of planning techniques and principles

Knowledge of scheduling techniques and principles

Knowledge of reading blueprints and engineering techniques

Knowledge of automated information systems

Knowledge of estimating and drafting principles

Knowledge of auditing performance techniques

Oral and written communications skills

Problem-solving skills

Analytical skills

Skill in reading and interpreting engineering and architectural drawings

Skill in researching informationAbility to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

A Washington State Driver’s License is required for some positions

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 7 |
| **Levels within same series** | None |
| **Class History** | 01/1997 – Created12/2003 – Updated Codes01/2008 – Updated Font and Format10/2014 – Updated Content12/2016 – Updated Content |