



Electrical Maintenance Planner

DEFINITION

Positions in this class are responsible for the development, implementation, coordination and maintenance of a comprehensive maintenance and servicing plan for all infrastructure and equipment associated within the Electrical realm of Building and Facilities Maintenance. Work is performed in compliance with applicable environmental and engineering standards (ISO, etc.). The overall planning function incorporates specific work packages including preventive maintenance, scheduled servicing, overhaul and major repair and refurbishment, new process and equipment commissioning, rebuilds, special modifications, warranty servicing and repair, asset disposal, and special projects.

Incumbents are responsible for the development and implementation of a plan to achieve maintenance and repair objectives for the department that utilize resources and facilities in an effective and efficient manner and ensure minimum environmental compliance standards are maintained at all times. Extensive use of planning and scheduling tools such as maintenance management systems (SAP PM, etc.), historical records, office automation software, etc. is required, and employees in this class provide coordinative integration between maintenance engineering, materials management, facility managers/supervisors and others to facilitate the implementation of maintenance and repair plans.

TYPE OF WORK

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Unskilled | <input type="checkbox"/> Journeyman |
| <input type="checkbox"/> Semi-skilled | <input checked="" type="checkbox"/> Above Journeyman |
| <input type="checkbox"/> Skilled | |

TYPICAL DUTIES *

Creates complex and integrated work plans and schedules to achieve maintenance and service objectives, incorporating elements including routine servicing, preventative maintenance, major and minor repairs and overhauls, process and equipment commissioning, special projects and related factors. Conducts logistical evaluations to determine optimal methods of service and repair delivery.

Utilizes maintenance management planning systems, historical records, and other data to forecast labour, materials and supplies, facility space, time, tool and other resource requirements. Identifies resource constraints and develops plan priority and schedule adjustments on the basis of the analysis.



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Consults with facility supervisors, trades personnel, engineering directors, and others to coordinate plans, identify needs, and plan priorities and adjustments. Responds to unforeseen circumstances, initiates changes to plans and schedules, and determines when additional resources are required to accomplish objectives.

Participates in the development of manpower/workforce deployment planning activities to meet plan objectives and utilize maintenance and repair resources effectively. Prepare budget data, historical data analysis, forecasts and other information to support the service delivery programs. Provides input into the formulation and delivery of maintenance trades training programs as required.

Act as a resource to assist with the integration of new maintenance/service programs, determining performance indicators, resource estimates, reporting requirements, etc.

Assist with responding to new or unusual maintenance and repair problems, determining actions to be taken, contacting manufacturers, etc.

Perform related duties as required.

SUPERVISORY/LEADHAND RESPONSIBILITIES

Positions in this class monitor the progress of maintenance/service/repair programs, establish and adjust work priorities, and make adjustments to plans and schedules in response to resource availability, unusual and emergent situations, etc.

Prepares and distributes detailed work plans to sections involved in delivery of services and acts as a contact, facilitator, and problem solver concerning the execution of the plan.

ENVIRONMENTAL AND WORKING CONDITIONS

Working conditions vary from office conditions to extremes in weather while working outside.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of all aspects of a Buildings and Facility Maintenance and associated equipment including the involved trades and sub-trades.

Ability to devise specific maintenance, major overhaul and repair programs that are effective and within budget and to coordinate the administration of programs to minimize disruption to the performance and operations of the facility.

Ability to communicate effectively with a variety of staff to achieve effective planning and program delivery.



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Ability to perform heavy work when assisting with breakdown diagnosis, service and maintenance issues, etc. in an active facility environment.

Skilled in the use of maintenance scheduling/planning, office automation, and data analysis tools to meet the requirements of the work.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Certified Alberta Journeyman in the trade of Electrician. Completion of coursework in project/maintenance planning and management, Preventative and Predictive Maintenance, office automation and SAP software applications.

Possession of a Master Electrician Certificate

A minimum of 5 years of experience in all aspects of electrical equipment commissioning and maintenance, breakdown analysis and repair, refurbishment and related activities.

Class 5 Drivers License and eligibility to obtain and hold a City Drivers Permit

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>62M</u>	<u>62D</u>
Job Code	1941	
Grade	045	
Last Updated:	2009 (update qualifications)	
Previous Updates:		
Originated:	2008	