

SHOP PLANNER**NATURE OF WORK IN THIS CLASS:**

Coordinate with Section superintendents/supervisors in establishing maintenance schedules and detailed work documentation, updating equipment history and coordinating with warehouse supervisor regarding materials and supplies.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Schedules line/equipment maintenance by priority based on the criticality and importance of each piece of equipment.

Establishes maintenance procedures by putting emphasis into the detailed job steps and time duration required to complete a certain task.

Updates equipment technical specification and maintenance history.

Establishes the frequency of equipment maintenance schedules, whether it is daily, weekly, monthly, or yearly.

Coordinates with warehouse personnel regarding the identification of spare parts, parts on hand, parts on order including cross reference numbers of parts available from other suppliers.

Determines and applies standard color codes used for specifying various maintenance tags.

Establishes the set of standard tools required to perform and complete a certain task including the safety measures involved.

Develops and applies work order into the maintenance numbering system which is based on a certain hierarchy.

Prepares reports to management on all stages of development pertaining to the maintenance organization.

Updates various computer files such as work backlog, equipment history and failure analysis of critical equipment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standards principles, methods, practices, techniques, tools and test equipment of a transmission and distribution system.

Knowledge of shop planning and work procedures and methods.

Knowledge of current maintenance practices and procedures in electric transmission and distribution system.

Knowledge of the various occupational hazards and safety.

Ability to operate a personal computer and its related devices and interface.

Ability to plan coordinate and initiate detailed work request.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- a) Four (4) years of experience in the construction, maintenance and repair of electrical power line systems, which includes one (1) year in the skilled level, and one (1) year experience in shop planning work; or
- b) Three (3) years of experience in shop planning work, in the construction, maintenance and repair of electrical power line systems; or
- c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: MAY 1988
AMENDED: OCTOBER 1993

PAY GRADE K


RONALD B. AGUON
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