

WORK PLANNING COORDINATOR

Job Code	Pay Grade
13660	CL12

Nature of Work

This is responsible technical work involving the scheduling of utility maintenance work projects and assisting in the determination and coordination of material, equipment and manpower needs and availability for each project. Depending on area of assignment, work may involve training employees in measuring techniques and in recording of red-line data and coordination of data collected with engineers for permanent record in the G.I.S. Employees in this class prioritize and schedule planned and unplanned utility maintenance and repair projects. Work involves extensive coordination and contact with maintenance supervisors or engineers in determining project timetables, equipment requirements and availability and manpower utilization, or to ensure accuracy of permanent records. Incumbent performs tasks with a considerable amount of coordination between programs, units, and projects and the incumbent's designated functions are performed with discretion and independence.

Minimum Qualification Requirements

- 3 years experience in utilities construction, maintenance or major repair that includes 1 year of warehousing or inventory control experience and team leader, supervisor, or supervisor training; or
- Completion of a 2 year vocational and training certification or diploma in a related field and 1 year experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Prioritizes, assigns, and schedules work projects involving the maintenance, repair and construction of pipe systems and related projects of potable water and reclaimed water distribution systems and wastewater collection systems.
- Ensures that changes made to utility systems are accurately measured and recorded in the G.I.S.
- Assists in coordinating material and equipment needs and availability for individual work orders.
- Coordinates with engineers and other involved departments to ensure field information and as-built matches with G.I.S. data.
- Computes amount of labor, tools, and material required, completing work orders by developing project descriptions, cost estimates, and material lists.
- Issues sub-work orders, cancellation changes and rush work orders.
- Maintains and monitors comprehensive records of work orders, scheduled completion dates, work progress and delays and adjusts dates to reflect current status.
- Trains personnel in measuring techniques and in recording of red-line data.
- May supervise subordinate personnel.
- Monitors crew availability, intermixing crew specialties as necessary to maximize available resources.
- Receives and responds to telephone inquiries and complaints with respect to the scheduling of projects and estimated completion dates.
- Performs information processing related duties including using statistical packages or programs, encoding data, data entry and retrieval.
- Performs related work as assigned or required.

WORK PLANNING COORDINATOR (continued)

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Knowledge, Skills, and Abilities

- Knowledge of service scheduling, time, material and manpower requirements to complete a variety of utility maintenance work projects.
- Knowledge of the methods and techniques utilized in utilities maintenance projects.
- Knowledge of field data collection, measuring and recording techniques.
- Knowledge of office automation equipment and systems.
- Knowledge of principles and procedures of inventory control and procurement practices, policies and procedures.
- Ability to review plans, review data in the G.I.S., and detect inaccuracies and take corrective action steps.
- Ability to communicate effectively, orally and in writing.
- Ability to operate office automation equipment.
- Ability to establish and maintain effective working relationships with employees and the public as necessitated by the work.
- Ability to maintain accurate records of scheduled work projects and the status of a variety of utility maintenance projects.
- Ability to understand and carry out oral and written instructions.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified