

CITY OF GAINESVILLE
JOB DESCRIPTION

TITLE CODE: XXXX
XX/XX/XX

POWER PLANT MAINTENANCE PLANNER

NATURE OF WORK

Skilled technical work of a complex and diverse nature providing scheduling, planning, reporting and inventory and procurement services for power plant maintenance. The work requires detailed knowledge related to the principles, practices, techniques and methods in the maintenance and operation of major power plant equipment and associated items.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a maintenance manager or supervising engineer and work under general supervision. Work in this class is distinguished from higher classes by its limited supervisory responsibility and from lower classes by its advanced technical skills, problem solving and judgment skills, and broad knowledge base in mechanical, electrical and instrumentation maintenance practices.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Receives, codes, reviews, and processes new plant work orders using established planning guidelines and computerized maintenance management system (CMMS).

Interfaces with plant operations supervisors to pre-schedule equipment outages and coordinate proper lock out/tag out, venting, draining etc. of equipment for scheduled maintenance activities by plant maintenance personnel.

Administers the day-to-day and outage maintenance planning requirements, including preparing and maintaining outage Gant charts, and tracks and produces various maintenance reports using the plant or corporate based CMMS systems.

Maintains records and logs and produces routine reports from written information or utilizing computer resources.

Initiates updates to plant work packages and drawings based on changes made from completed maintenance work.

Develops and maintains work packages for the preventive maintenance programs.

Interprets original equipment manufacturer prints, manuals, and illustrated parts breakdowns.

Plans, schedules and facilitates maintenance-related meetings.

Utilizes and maintains equipment and vendor files, and creates new component level files for equipment; meets with vendors, manufacturers, and plant employees as required to determine material needs and specifications.