



Date: June 28, 2019
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISE CLASSIFICATION SPECIFICATION – MAINTENANCE PLANNER**

Correspondence has been received from Alex Basquez, Director of Human Resources, requesting the Civil Service Commission approval and adoption for the revised classification specification of Maintenance Planner. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- The classification specification of Maintenance Planner was adopted in June 2011.
- The revised classification for Maintenance Planner is currently exclusive to the Harbor Department and will now be used citywide across all departments.
- The Maintenance Planner position oversees, plans, coordinates and schedules work orders and projects in the maintenance and repair of facilities or vehicles and equipment in an assigned maintenance or operations section, including materials, equipment, safety precautions, inventory items, tools, permits and related equipment.
- Revisions to the Examples of Duties are as follows:
 - Minimal changes have been made to the verbiage and wording throughout the Examples of Duties to add consistency and flow to all citywide departments.
 - Currently, the classification specification states "writes up, plans, and schedule regular, preventative maintenance."
 - The proposed new language states "initiates, plans, and schedules regular, preventative maintenance."

- Revisions to the Knowledge, Skills, and Abilities:
 - The original classification specification had the “Knowledge, Skills, and Abilities” broken out in different headings that have now been combined to one area.
 - The sections that have been removed, such as the “Knowledge & Abilities” sections are now in the “Knowledge, Skills and Abilities” section.

- Revisions to Minimum Qualifications:
 - The original classification specification had the Knowledge, Desirable Knowledge, and Ability statements under Minimum Qualifications. These headings have been removed and placed in the section titled “Knowledge, Skills, and Abilities.”
 - Also, the work experience had to be in the maintenance and repair of Port of Long Beach facilities and equipment.
 - The revised classification specification now includes:
 - One year of work experience involving planning, coordinating and scheduling work orders and projects in the maintenance and repair of facilities or vehicles and equipment.
 - A valid California Class C driver’s license and the ability to maintain insurability under the City’s vehicle insurance program.

- Revisions to Desirable Qualifications:
 - The original classification specification did not have an educational requirement for the position of Maintenance Planner.
 - The revised classification specification now states:
 - Graduation from an accredited college or university with a Bachelor’s degree in Business Administration, Management, or a closely related field.
 - Knowledge of computer applications related to the City of Long Beach Fleet Services Bureau/Port of Long Beach Fleet/Maintenance work order management systems.
 - Experience in a public agency.

- Staff has been in communication with the Fleet Services Division of Financial Management, the Harbor Department Human Resources, and with the Association of Long Beach Employees (ALBE) regarding the proposed revised Maintenance Planner classification specification. All parties have been notified that this request is on today's agenda. Both Human Resources and Civil Service Departments support the approval of the creation of the classification and adoption of the classification specification.
- A representative from the Financial Management and Harbor Department will be present to respond to any questions from the Civil Service Commission.

Recommendation

- Staff recommends approval of the revised classification specification for Maintenance Planner.



Date: June 26, 2019
To: Civil Service Commission
From: Alejandrina R. Basquez, Director of Human Resources
Subject: Maintenance Planner Classification

The Human Resources department recommends that the Civil Service Commission approve the revised Maintenance Planner classification specification. Currently, the Maintenance Planner classification is only used in the Harbor Department. The revised classification specification will be used citywide. Our recommendation is based on the Department of Financial Management's need to fill FY19 budgeted Maintenance Planner positions within the Fleet Division.

Should you have any questions regarding this item, please contact Dana Anderson, Labor Relations Manager, at (562) 570 – 6254.

Attachment

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CC: David Honey, Interim Executive Director, Civil Service
Crystal Slaten, Deputy Director, Civil Service
John Gross, Director, Financial Management
Stacey Lewis, Human Resources Division Director, Harbor Department
Fred Verdugo, Deputy Director, Human Resources Department
Dana Anderson, Labor Relations Manager, Human Resources Department
Russ Ficker, Administrative Officer, Public Works

CLASSIFICATION SPECIFICATION

TITLE: MAINTENANCE PLANNER I-II

DEFINITION: Under general supervision, oversees, plans, coordinates and schedules work orders and projects in the maintenance and repair of facilities or vehicles and equipment in an assigned maintenance or operations section, including materials, equipment, safety precautions, inventory items, tools, permits and related equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the entry-level duties of the classification.

Grade Level II - Performs the journey level duties of the classification.

EXAMPLES OF DUTIES:

- Initiates, plans and schedules regular, preventative maintenance and emergency work orders on a daily, weekly, or longer-term basis to maximize efficiency and productivity; assigns or assists in the assigning of work orders to technicians/crews on the basis of work to be performed; regularly reprioritizes work in response to priorities, availability of parts and equipment and to make efficient use of crew members; coordinates technician/crew schedules with other sections and divisions;
- Plans maintenance and repair projects; estimates material, equipment and labor requirements and plans for work and safety requirements; distributes estimates for reimbursable work orders to responsible parties for information as needed; may make field visits to work sites to determine best methods and plan how work is to be done; may determine and order/pull materials for work orders for technicians/crews; identifies, schedules, and tracks work to be performed by outside vendors;
- May perform purchasing activities to acquire parts and equipment needed for work orders; shops availability of parts and materials, identifies sources and obtains multiple vendor/contractor quotes; may make purchases under blanket purchase orders up to authorized limits;
- Enters and maintains data in the maintenance and/or fleet management system; sets up tasks and activities, including preventative maintenance, scheduled and unscheduled work orders; enters data to update information in the Preventative Maintenance (PM) database; tracks work orders to completion and closure/archiving; prepares maintenance/fleet-related reports; maintains the equipment database;
- May track certification of mobile and overhead cranes and vessels; arranges for required periodic inspections and all necessary repairs; may coordinate crane operator training, testing and certification; may coordinate the auction of surplus equipment and vehicles;
- Interacts with customers in person by phone, or email;

- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of practices, methods and equipment used in installation, maintenance and repair of systems, facilities, vehicles and/or equipment in an assigned area of responsibility;
- Knowledge of maintenance/fleet work order management, workload control, and other work-related applications;
- Knowledge of methods, practices and techniques of work order estimating and scheduling, with emphasis on computerized scheduling and tracking systems;
- Knowledge of City of Long Beach/Port of Long Beach ordinances, codes, and procedures and practices applicable to assigned work responsibilities;
- Knowledge of City of Long Beach/Port of Long Beach purchasing and contracting policies, procedures and legal requirements;
- Knowledge of applicable safety policies and safe work practices;
- Knowledge of methods and procedures in the monitoring and operations of the City of Long Beach Fleet Services Bureau/Port of Long Beach maintenance division;
- When responsible for certification programs, basic knowledge of the equipment and associated maintenance, repair and certification requirements; knowledge of state and federal OSHA requirements and regulations applicable to the equipment. Examples of equipment commonly used include: cranes, including 30-ton lattice boom crane with Leeds attachment, bucket trucks, fireboats, underground fuel storage tanks, emergency generators and submersible pumps;
- Ability to plan, schedule and evaluate completion of work orders to accomplish work group goals within set limits of time and cost;
- Ability to determine staffing, equipment and materials required to complete work orders;
- Ability to operate computers and work order management systems to plan, schedule and monitor the completion of work orders and to generate applicable analyses and reports;
- Ability to coordinate assignments with other sections, divisions, departments or agencies;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand and follow written and oral instructions;
- Ability to prepare clear and concise records, reports and other written materials;
- Ability to read and understand drawings, specifications and sketches pertaining to the work;
- Ability to establish and maintain effective working relationships with all those encountered in the course of work;
- Ability to work overtime, weekends and holidays as required.

MINIMUM QUALIFICATIONS:

- One year of work experience involving planning, coordinating and scheduling work orders and projects in the maintenance and repair of facilities or vehicles and equipment;
- A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

DESIRABLE QUALIFICATION:

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Management, or a closely related field;
- Knowledge of computer applications related to the City of Long Beach Fleet Services Bureau/Port of Long Beach fleet/maintenance work order management systems;
- Experience in a public agency.

HISTORY:

Established:

Revised:

Approval/Adoption Date:

TITLE: MAINTENANCE PLANNER I-II

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DEFINITION: Under general supervision, oversees, plans, coordinates and schedules work orders and projects in the maintenance and repair of facilities or vehicles and equipment in an assigned maintenance or operations section, including materials, equipment, safety precautions, inventory items, tools, permits and related equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Entry-level position Performs the entry-level duties of the classification.

Grade Level II - Journey level position Performs the journey level duties of the classification.

EXAMPLES OF DUTIES:

- Writes up initiates, plans and schedules regular, preventative maintenance and emergency work orders on a daily, weekly, or longer-term basis to maximize efficiency and productivity; assigns or assists in the assigning of work orders to technicians/crews on the basis of work to be performed; regularly reprioritizes work in response to emergencies/priorities, availability of parts and equipment and to make efficient use of crew members; coordinates technician/crew schedules with other sections and divisions;
- Plans maintenance and repair projects; estimates material, equipment and labor requirements and plans for work and safety requirements; distributes estimates for reimbursable work orders to responsible parties for information as needed; may make field visits to work sites to determine best methods and plan how work is to be done; may determines and orders/pulls materials for work orders for technicians/crews; identifies, schedules, and- tracks work to be performed by outside vendors;
- May Pperforms purchasing activities to acquire parts and equipment needed for work orders; shops availability of parts and materials, identifies sources and obtains multiple vendors/contractor quotes; may makes purchases under blanket purchase orders up to authorized limits;
- Enters and maintains data in the maintenance and/or fleet management system; sets up tasks and activities, including preventative maintenance, scheduled and unscheduled work orders; enters data to update information in the Preventative Maintenance (PM) (Preventative Maintenance) database; tracks work orders to completion and closure/archiving; prepares maintenance/fleet-related reports; maintains the equipment database;

- May tracks certification of mobile and overhead cranes and vessels; arranges for required periodic inspections and all necessary repairs; may coordinates crane operator training, testing and certification; may coordinates the auction of surplus equipment and vehicles;
- Interacts with customers in person by phone, or email;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of practices, methods and equipment used in installation, maintenance and repair of systems and facilities, vehicles and/or equipment in an assigned area of responsibility;
- Knowledge of maintenance/fleet work order management, workload control, and other work-related applications;
- Knowledge of methods, practices and techniques of work order estimating and scheduling, with emphasis on computerized scheduling and tracking systems;
- Knowledge of City of Long Beach/Port of Long Beach ordinances, codes, and procedures and practices applicable to assigned work responsibilities;
- Knowledge of City of Long Beach/Port of Long Beach purchasing and contracting policies, procedures and legal requirements;
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- Knowledge of methods and procedures in the monitoring and operations of the City of Long Beach Fleet Services Bureau/Port of Long Beach maintenance division;
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- Ability to plan, schedule and evaluate completion of work orders to accomplish work group goals within set limits of time and cost;
- Ability to determine staffing, equipment and materials required to complete work orders;
- Ability to operate computers and work order management systems to plan, schedule and monitor the completion of work orders and to generate applicable analyses and reports;
- Ability to coordinate assignments with other sections, divisions, departments or agencies;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand and follow written and oral instructions;
- Ability to prepare clear and concise records, reports and other written materials;

- Ability to read and understand drawings, specifications and sketches pertaining to the work;
- Ability to establish and maintain effective working relationships with all those encountered in the course of work;
- Ability to work overtime, weekends and holidays as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- ~~Practices, methods and equipment used in installation, maintenance and repair of systems, and facilities and equipment in an assigned area of responsibility;~~
- ~~Maintenance work order management and other work-related applications;~~
- ~~Methods, practices and techniques of work order estimating and scheduling, with emphasis on computerized scheduling and tracking systems;~~
- ~~City of Long Beach/Port of Long Beach ordinances, codes, and procedures and practices applicable to assigned work responsibilities;~~
- ~~City of Long Beach/Port of Long Beach purchasing and contracting policies, procedures and legal requirements;~~
- ~~Applicable safety policies and safe work practices;~~
- ~~Knowledge, methods and procedures in the monitoring and operations of the Port of Long Beach maintenance division;~~
- ~~When responsible for certification programs, basic knowledge of the equipment and associate maintenance, repair and certification requirements; knowledge of state and federal OSHA requirements and regulations applicable to the equipment. Examples of equipment commonly used include: 30-ton lattice-boom crane with Loods attachment, fireboats, underground fuel storage tanks, emergency generators, and submersible pumps;~~

Desirable Knowledge of:

- ~~Computer applications related to the Port of Long Beach maintenance work order management;~~

Ability to:

- ~~Plan, schedule and evaluate completion of work orders to accomplish work group goals within set limits of time and cost;~~
- ~~Determines staffing, equipment and materials required to complete work orders;~~
- ~~Operate computers and work order management systems to plan, schedule and monitor the completion of work orders and to generate applicable analyses and reports;~~

- ~~Coordinate assignments with other sections, divisions, department or agencies;~~
 - ~~Communicate effectively, both orally and in writing;~~
 - ~~Understand and follow written and oral instructions;~~
 - ~~Prepare clear and concise records, reports and other written materials;~~
 - ~~Read and understand drawings, specifications and sketches pertaining to the work;~~
 - ~~Establish and maintain effective working relationships with all those encountered in the course of work;~~
 - ~~Work overtime, weekends and holidays as required.~~
- One year of work experience involving planning, coordinating and scheduling work orders and projects in the maintenance and repair of Port of Long Beach facilities or vehicles and equipment. Experience in a public agency is preferred.
 - A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

DESIRABLE QUALIFICATION:

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Management, or a closely related field;
- Knowledge of Computer applications related to the City of Long Beach Fleet Services Bureau/Port of Long Beach fleet/maintenance work order management systems;
- Experience in a public agency.

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