City of Phoenix

Maintenance Planner/Scheduler

Job Code:	50440	Job Function:	Utility Services
Salary Plan:	004	Grade:	256
FLSA:	Nonexempt	Labor Assign:	Unit 2 AFSCME 2384
Benefit Cat:	002	EEO-4:	Technicians
SOC:	43-5061.00	Last Revision:	October 2025

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to plan and schedule work, processes, and materials, primarily through the use of a computerized maintenance management system (CMMS) or other work order system, for water and wastewater plants and systems, and City owned buildings and facilities to improve efficiency, quality, and productivity in work. The Maintenance Planner/Scheduler is responsible for the effective execution of all maintenance work control processes. Performing in a lead capacity, incumbents are required to develop a safe, effective, and efficient work control plan through proper planning and scheduling of work for various crafts including Operations and Maintenance Technicians, Industrial Maintenance Mechanics, Electricians, Instrumentation and Control Specialists, Building Maintenance Workers, Building Equipment Operators and other classifications. The Maintenance Planner/Scheduler is expected to monitor the technical performance of the CMMS or other work order system and make any necessary adjustments to ensure that best-inclass standardized usage practices are followed. The nature of the work is such that considerable independence is allowed in directing the work through the system. Performance is evaluated through observation, conferences, reports, and/or results obtained.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a superintendent, or other supervisor.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Performs in a lead capacity over maintenance function in treatment plants and systems, and City owned buildings and facilities
- Manages work through a computerized maintenance management system (CMMS) or other work order system
- Prioritizes work through a defined protocol of process criticality and equipment redundancy
- Reviews work requests/orders for accuracy and clarity
- Reviews all planned work from assigned area and determines validity and accuracy of information and engages the appropriate resources to set a preliminary priority
- Obtains and organizes all information required for the work being performed. (i.e. drawings, vendor manuals, supplemental materials, special procedures, diagrams, etc.)

- Balances scheduled work orders with labor availability and skills
- Maintains and monitors backlog for adherence to industry standards
- Maintains and monitors a weekly schedule for all crafts
- Prepares requisitions in the CMMS or other work order system to ensure materials, parts, labor and other charges are allocated to the appropriate work order
- Verifies all material, information, tools and labor are available prior to scheduling
- Works with warehouse staff to control spare part usage to maximize inventory control through regular turnover, without using critical spares for routine maintenance, and reducing maintenance costs
- Coordinates maintenance needs with operational functions to minimize downtime
- Estimates and defines requirements for total labor, materials, special tools, equipment, and skill sets, for all work including complex projects such as plant shutdown, plant improvement projects, etc.
- Implements and maintains a maintenance strategy plan for assigned work locations
- Prepares and presents comprehensive reports with recommendations or needed changes
- Establishes and maintains advanced work planning for capital improvement and job order contract projects
- Participates in redundancy and contingency planning for emergency situations
- Uses critical path methods and other planning methods to coordinate and optimizes work flow
- Assists with review of requests for proposal, contracts for maintenance, and similar documents for accuracy, approach, requirements, and recommends appropriate action
- Develops, evaluates, and implements detailed standard operating procedures
- Complies with City of Phoenix procurement processes
- Reviews, corrects, and confirms all CMMS or other work order system data

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Capabilities, limitations, and functions of computerized maintenance management systems
- Computer literacy skills including word processing, spreadsheets, databases, email, and calendaring/organizer functions
- Mechanical drawings, electrical schematics, blueprints, and process control documents
- Preventative maintenance and repair procedures of industrial equipment associated with water and wastewater treatment facilities, systems and equipment
- Program driven maintenance practices associated with water and wastewater treatment facilities, systems, and equipment
- Best practice maintenance strategies (i.e., Reliability Centered Maintenance, Six Sigma, Maintenance Excellence, Condition Based Maintenance, etc.)
- Theory and principles of electrical, electronic, pneumatics, hydraulics, and/or mechanical procedures, equipment and maintenance requirements

- Methods, materials, tools, equipment, and procedures used in the installation, maintenance, repair, alteration, replacement, fabrication and repair of industrial mechanical and electrical/electronic equipment
- The use and care of the tools and equipment used in the maintenance of large complex machinery and equipment
- The use of precision measuring equipment such as micrometers and dial indicators
- The use and care of various trade specific tools such as voltmeters, painting equipment and fabrication equipment

Ability to:

- Analyze and develop efficient maintenance procedures
- Identify and correct inefficient and/or inadequate preventive maintenance and work orders, and recommend improvements to the maintenance program
- Track maintenance performance measures and trends and produce reports thereof
- Forecast skill and equipment needs
- Plan, schedule, and prioritize work orders
- Allocate resources and manage multiple tasks
- Plan and schedule major projects
- Research equipment performance evaluations
- Observe or monitor people's behavior, data, or objects to determine compliance with prescribed operating or safety standards
- Work cooperatively with others
- Work safely without presenting a direct threat to self or others

Additional Requirements:

- Some positions will require the possession of a Grade I Arizona Department of Environmental Quality certification in the appropriate discipline by the end of the probationary period
- May be required to complete a maintenance manager certification program in probationary period
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of skilled trades experience in electrical, HVAC, building maintenance, or operations and maintenance of a water/wastewater treatment plant, facility, or system, including proficiency using a computerized maintenance management system; or three years of skilled

experience planning and scheduling in fields such as electric utilities, property management, chemical manufacturing, large-scale manufacturing and hightech manufacturing or other industrial setting. Other combinations of experience and education that meet the minimum requirements may be substituted.