



MAINTENANCE PLANNER

JC: TA215
PG: S08

BU: S04(SEIU)
FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs a variety of scheduling, planning, analysis, record keeping, and reporting related to the preventive maintenance of transit vehicles, communications, wayside, and station equipment; performs related work as assigned.

CLASS CHARACTERISTICS

This classification is responsible for determining which transit vehicles and components are due for maintenance or replacement, scheduling maintenance, scheduling track access, and monitoring, evaluating, and reporting a wide variety of maintenance related information. This class is distinguished from the Shop Scheduler, which focuses on daily shop activities within assigned workload; and from the Maintenance Controller, which is responsible for ensuring that scheduled vehicles are assigned and transported to appropriate shops for maintenance and repair.

REPORTS TO

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Schedules revenue vehicles for preventive maintenance based on projected hours, monthly plan, and current status.
2. Determines hold requirements and prepares lists of affected vehicles.
3. Distributes preventive maintenance schedules and hold list to maintenance controllers, shop schedulers and supervisors.
4. Prepares and issues monthly work plans showing vehicle status changes.
5. Identifies and resolves conflicts in weekly track schedules.
6. Informs maintenance controllers, maintenance supervisors and others of vehicle preventive maintenance status and problems, repeater cars, failure trends and related information.
7. Updates maintenance planning and control display boards.
8. Analyzes vehicle reliability engineering reports to identify repeater cars.
9. Research data, operates computer, and analyzes information to prepare a variety of reports

regarding scheduling and completion of preventive maintenance and modification, labor hours, and related information.

10. Reviews, verifies and/or corrects a variety of data regarding replacement or maintenance of components based on time in service.
11. Establishes and maintains a variety of records and files related to preventive maintenance and modification processes and activities.
12. Prepares work packages for maintenance directives, project controls, and component evaluation for transit vehicle, component, automatic fare collection and destination sign maintenance.
13. Assists other divisions and departments with set-up and operation of dedicated maintenance planning and scheduling systems.
14. Prepares and distributes blanket work area calendars for use in scheduling maintenance of wayside equipment and facilities outside of revenue hours.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of maintenance scheduling for transit vehicles, time-controlled components and wayside and other equipment and components
- Manual and computerized maintenance scheduling, tracking, and reporting systems and their operation
- Processes, terminology, intervals and requirements for transit vehicle, wayside equipment, and component maintenance
- Record keeping and file maintenance systems and procedures

Skill in:

- Scheduling transit vehicles, time-controlled components and various wayside equipment for preventive maintenance
- Reading and interpreting written maintenance and modification procedures, directives, and bulletins
- Gathering and analyzing vehicle and equipment maintenance and failure data
- Operating computerized maintenance scheduling, tracking, and reporting systems
- Calculating projected maintenance dates, workload, percentages, and related data
- Making sound independent judgements within established guidelines
- Establishing and maintaining record keeping and file systems
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Preparing effective written reports and memos

A typical way of gaining the knowledge and skills outlined above is:

MINIMUM QUALIFICATIONS:

Education

Equivalent to completion of high school. College or technical school training is desirable.

Experience

Three years (3) of technical experience related to planning and implementation of preventive maintenance for transit vehicles and wayside equipment.

Other Requirements

Substitution

None

WORKING CONDITIONS

Environmental Conditions

Physical Conditions

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No

CLASSIFICATION HISTORY

Created: November 1990