

CITY OF CHATTANOOGA

Classification Specification Title: Plant Maintenance Planner (Wastewater)

Department: Wastewater

Pay Grade: WWFG.05N

Supervisor Received From: Administrative Manager

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 10/24/11

Revision Dates: 4/3/25;

10/20/23; 8/18/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for improving industrial equipment reliability and workforce productivity by coordinating preventive maintenance and allocating resources. Dues include: identifying improvements in industrial efficiency; monitoring equipment reliability and productivity; coordinating with contractors and plant staff on equipment availability and use; developing and maintaining records associated with equipment reliability and productivity; equipment performance logs; and advising management.

SERIES LEVEL:

The Plant Maintenance Planner is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Coordinates and recommends preventive maintenance measures to improve equipment reliability and productivity.

Develops a resource utilization plan to minimize cost and equipment down to include but not limited to: consulting with vendors, contractors, plant operations and maintenance supervisors to set mind for work, determine criticality, test equipment, sustain daily plant operations, equipment use, on-me parts delivery, parts or equipment substation, assign manpower skill sets, minimize cost and equipment lockout-tagout.

Prepares industrial preventive maintenance/repair plan; conducts on site examination of the equipment and its surroundings; evaluates and interprets equipment maintenance history; reviews/studies blueprints, schematics, technical manuals, photographs or other specifications to assess steps of repair involvement; verifies parts availability or receipt me line; availability of manpower; required permits; and estimated costs.

Identifies opportunities for improvements; reviews schedule compliance.

Assists operations and maintenance supervisors in finalizing and adjusting daily schedules.

Screens non-emergency maintenance requests for completeness, accuracy, and necessity; recommends and coordinates modifications.

Reviews, researches and evaluates plant asset historical data such as vibration analysis, thermography, and instrumentation calibration, boiler maintenance.

Examines work orders and communicates with supervisors and employees to detect equipment problems, and to ascertain whether mechanical or human errors contributed to the problems.

Reviews and records completed work order details, documentation, actual labor and material usage and costs relative to estimated.

Establishes, enters, maintains, compiles, reviews and analyzes data; prepares reports on plant assets and preventive maintenance using the computerized maintenance management system database; and provides reports to managers for long range planning, resource utilization, and best methods for maintaining equipment reliability.

Ensures adherence to safety rules and practices.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or GED and four (4) years mechanical or electrical work experience in a wastewater or water plant setting is required; supplemented by some experience using spreadsheet and word processing software and a computerized maintenance management system.

LICENSING AND CERTIFICATIONS: None

If the incumbent operates a City vehicle, then a valid driver license is required.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS: Knowledge of safe work practices; mechanical and electrical equipment principles; basic plumbing principles; maintenance requirements for plant mechanical and electrical systems; automated equipment operation and maintenance; welding principles and practices; machines and tools, including their designs; applicable tools and equipment utilized in

the trade; industrial equipment operation principles; structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; of principles involved in planning, coordination and of manpower and equipment resources; and customer service principles

Skill in diagnosing and repairing mechanical and electrical plant systems, equipment, and machinery; implementing preventative maintenance on applicable systems, equipment, and machinery; utilizing tools and equipment of the trade; adhering to safe work practices; reading and interpreting blueprints, schematics, plans, technical manuals, and specifications;; using computers and related software applications; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.