

## CONSTRUCTION AND MAINTENANCE PLANNER AND SCHEDULER

### DEFINITION

Plans and schedules construction and facility maintenance and repair projects of various building trades and monitors adherence to project schedules at a college.

### TYPICAL DUTIES

- Schedules and tracks work projects related to the construction, maintenance, alteration, and repair of building components and structures using a computerized construction and maintenance scheduling system.
- Identifies data for analyzing construction and maintenance project problems and conditions that limit an efficient facility operation.
- Confers with college facility management staff to define construction and facility maintenance and repair work orders and determine priorities and time lines of work projects based on factors such as urgency of problem, safety concerns, availability of manpower, funds, etc.
- Makes field checks on construction and facility maintenance and repair projects in progress to assure compliance with project specifications and initiates corrections or adjustments to project schedules, if necessary.
- Follows up on work requests on hold for planning, pending materials, or other constraints to ensure that important jobs are not being delayed and that the amount of work in the backlog is controlled.
- Maintains a log of construction and maintenance projects activities and provides college facility management staff with updates on projects in progress.
- Monitors the procurement of repair parts, materials, tools, and equipment required for the completion of construction and facility maintenance and repair projects to ensure that supply and equipment needs are met.
- Contacts college facility management staff for approval of delays in schedules for construction and preventive facility maintenance and repair projects and project delays beyond scheduled grace periods.
- Compiles data and prepares reports on progress of work, occurring project problems or difficulties, backlog, equipment failures, material delivery issues, work force availability, etc.
- Prepares maintenance cost reports on the overall construction and maintenance budget as well as for individual work projects including costs for supplies, internal resources (labor, machinery, etc.), and external resources (contractors).
- Assists in the planning of short and long-range construction and preventive and deferred facility maintenance and repair projects.
- Coordinates needs for various utility outages.
- Reads, interprets, and works from job specifications, sketches, and building plans.
- Maintains files and records of work orders, cost estimates, bid proposals, and other related documents.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A **Construction and Maintenance Planner and Scheduler** plans and schedules construction and facility maintenance and repair projects of various building trades and monitors adherence to project schedules at a college.

A **General Foreman** plans, coordinates, and supervises the work of skilled journey-level workers of at least three building trades and other staff assigned to work projects at a college and has job site responsibility for various building trades projects.

## SUPERVISION

General supervision is received from a Vice President, Administrative Services, or his or her designee. Immediate supervision is exercised over assigned clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Current practices, materials, tools, and equipment used in the construction and maintenance, alteration, and repair of building components and structures
- Methods and procedures used in planning and scheduling construction and facility maintenance and repair projects
- Preventive maintenance methods and procedures
- Transportation, storage, issuance, cataloguing, maintenance, and disposal requirements of a broad range of equipment, supplies, and materials
- Applicable state and local building codes and ordinances
- Principles of budgeting and fiscal control
- Safety precautions and procedures applicable to construction and facility maintenance and repair projects
- Recordkeeping procedures
- Capabilities of computer applications, systems, and hardware used in construction and maintenance planning and scheduling

### Ability to:

- Efficiently plan and schedule job projects for the construction, maintenance, alteration, and repair of building components and structures
- Understand and apply applicable statutes and ordinances related to construction and facility maintenance and repair projects
- Read, interpret, and work from job specifications, sketches, and building plans
- Develop innovative solutions to operational problems related to the planning and scheduling of construction and facility maintenance and repair projects
- Compile data and prepare summaries related to construction and facility maintenance and repair projects

Ability to: (Cont.)

- Make accurate cost estimates for labor and materials for construction and facility maintenance and repair projects
- Prepare clear, concise, and effective oral and written presentations
- Maintain accurate and complete records
- Establish and maintain effective and cooperative working relationships with administrators, trade staff, and others
- Effectively utilize computer equipment, software, and hardware in the performance of duties
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent **AND** three years of full-time paid experience in planning and scheduling construction or maintenance projects including tracking or project monitoring for educational, governmental, or commercial building complexes.

Special:

A valid Class "C" California driver's license.  
Access to an automobile.