

## AGENDA

### **BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING**

#### **DELTA DIABLO**

*(a California Special District)*

**190 E. 4<sup>TH</sup> STREET | PITTSBURG, CA 94565  
WEDNESDAY, OCTOBER 30, 2019  
9:00 A.M.**

*Persons who wish to address the Board during Public Comments or with respect to an item on the Agenda will be limited to three (3) minutes. The Board Chair may reduce the amount of time allotted per speaker at the beginning of each Item or Public Comments period depending on the number of speakers and the business of the day. Your patience is appreciated. A break may be called, or an item may be taken out of order, at the discretion of the Board Chair.*

- A. PUBLIC COMMENTS
- B. REVIEW AND COMMENT ON DRAFT JOB DESCRIPTION AND SALARY LEVEL FOR MAINTENANCE PLANNER/SCHEDULER
- C. ADJOURNMENT

The District will provide reasonable accommodations for persons with disabilities who plan to participate in Board (or committee) meetings by contacting the Secretary to the Board 24-hours prior to the scheduled meeting at (925) 756-1927. Disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection at the Treatment Plant Building located at 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 during normal working business hours.



## MEMORANDUM

Date: October 30, 2019

To: Federal D. Glover, Chair, Personnel Committee

From: Dean Eckerson, Resource Recovery Services Director

SUBJECT: REVIEW AND COMMENT ON DRAFT JOB DESCRIPTION AND SALARY LEVEL FOR MAINTENANCE PLANNER/SCHEDULER

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### Recommendation

Review and comment on draft Job Description and salary level for Maintenance Planner/Scheduler.

### Background

The District is committed to ensuring the continuous and reliable operation and performance of equipment and facilities, and ensuring well-maintained assets through the implementation of effective maintenance control. The maintenance control function is the foundation of any maintenance organization, providing the necessary coordination and support to all operation and maintenance activities. The maintenance control function includes work order planning and scheduling, and management of the work order process and asset information system. Planning and scheduling of maintenance work orders ensures the necessary parts, supplies, equipment, and personnel resources are organized and available to accomplish the necessary preventative and corrective asset maintenance activities in the necessary timeframe.

The District's planning and scheduling of maintenance work is currently performed by technical staff, typically the team leads. This decentralized approach lacks overall coordination between the various work disciplines, presents organizational efficiency challenges, and limits the available time for the lead workers to provide direction in the field to the work crews. The current approach limits the potential efficiency of purchasing and procurement practices for the warehoused parts inventory, and the necessary parts and supplies for completing planned maintenance and repair projects. The proposed Maintenance Planner/Scheduler will serve as a dedicated and highly-skilled staff member focused on planning the work activities, procuring all necessary parts and supplies, developing the weekly maintenance work schedule, and managing the asset data collection and information gathering system.

### Analysis

The District has set a goal to improve overall maintenance performance for ensuring sufficient operational reliability of all equipment and facilities, and minimize equipment downtime when conducting service and repair activities. Progress toward this goal has been achieved through revisions to the Maintenance Division staffing and organizational structure, as well as improvements to the maintenance and repair activity workflow. In order to further improve maintenance performance, it is

October 30, 2019

REVIEW AND COMMENT ON DRAFT JOB DESCRIPTION AND SALARY LEVEL FOR  
MAINTENANCE PLANNER SCHEDULER

Page 2

necessary to adopt a more comprehensive approach to the planning and scheduling function. The resulting improvement in work planning and scheduling will enhance the overall performance of the maintenance technicians through improved work quality, work quantity, and work efficiency. This approach is best achieved by establishing a dedicated planner/scheduler role that is performed by a trained and dedicated staff resource, rather than the existing technical staff. This will optimize maintenance labor and resources, improve coordination between the various maintenance disciplines and operations staff, and provide a more sustainable approach to accomplishing the ongoing preventative and corrective maintenance and repair activities by reducing reactive work activities and supporting implementation of a predictive approach to accomplishing maintenance work needs.

The proposed Maintenance Planner/Scheduler would be responsible for planning and coordinating the scheduling of all maintenance and repair work, after determining the best way to accomplish the work. This individual would act as the primary contact and liaison between maintenance and operation resources, and obtain and organize all the materials and information required for the various maintenance disciplines to perform the work. The Maintenance Planner/Scheduler would manage the computerized maintenance management system (CMMS) to improve tracking of asset condition and historical maintenance and repair activities. Improving the CMMS function supports the District's current strategic focus on developing a formalized Asset Management Program, resulting in better decision making regarding the District's asset investments. The Maintenance Planner/Scheduler position is critical to the development and implementation of this Program. The proposed Maintenance Planner/Scheduler classification description includes comprehensive experience, training, and certification requirements consistent with successful performance of these duties.

The proposed Maintenance Planner/Scheduler is an experienced specialist position who would work closely with a variety of other staff members within the Maintenance Division, as well as other departments and divisions. Because of the broad responsibilities, work scope, and authority for this position, it is recommended the Maintenance Planner/Scheduler receive general supervision from the Maintenance Supervisor.

The planning and scheduling of maintenance work is currently performed by the Maintenance Mechanic III (Lead). A second Maintenance Mechanic III (Lead) position was vacated as a result of a retirement over two years ago and has been filled on a temporary out of class assignment, on an as-needed basis. Based on an evaluation of the work volume and organizational needs, it is recommended the existing vacant Maintenance Mechanic III (Lead) position be re-classified to Maintenance Planner/Scheduler to provide the optimal management of all maintenance and repair work activities.

The proposed Maintenance Planner/Scheduler classification description and salary range were presented to the Operations & Maintenance Representation Unit (O&M) officers for review and discussion. O&M requested and received clarification of the typical duties and certification requirements and indicated overall agreement with the classification description and salary range.

Should the Personnel Committee recommend, and the Board of Directors approve, the new position, recruitment would occur in December. This recruitment activity is considered promotional, and it is

Federal D. Glover, Chair, Personnel Committee Chair

October 30, 2019

REVIEW AND COMMENT ON DRAFT JOB DESCRIPTION AND SALARY LEVEL FOR  
MAINTENANCE PLANNER SCHEDULER

Page 3

anticipated that the new Planner/Scheduler would be filled by an existing internal District employee following a competitive recruitment process. Staff recommends proceeding with a promotional recruitment process upon approval by the Personnel Committee and the Board of Directors.

Financial Impact

In anticipation of implementing this new position in the current fiscal year, the approved operating budget included funding to support reclassification of a Maintenance Mechanic III position to a Maintenance Planner/Scheduler position. The compensation for this position is proposed to be equivalent to the Senior Operator, resulting in a base salary range of \$8,514.50 to \$10,633.45 (as shown on Attachment 2). This salary range was determined as a result of a market comparison with benchmark agencies, and is consistent with similar positions at other special districts in the region.

Attachments

- 1) Draft Position Description Classification
- 2) Operations & Maintenance Bargaining Unit Salary Schedule, effective date of July 1, 2019

DE:de

cc: District File No. HR.09.04.03-DOCS-2

<b>Delta Diablo</b>	<b>Classification Specifications</b>
<b>TITLE:</b>	<b>Maintenance Planner/Scheduler      PAY LEVEL OM 160</b>

**ESSENTIAL FUNCTION**

Working under general supervision in a team environment, the Maintenance Planner/Scheduler plans, coordinates and schedules various maintenance and repair projects to ensure the continuous operation and reliable performance of the treatment plant buildings, facilities, machinery, equipment and fleet. Collaborates with other departments and divisions to manage work priorities, develop job plans, identify the necessary resources (parts, materials, supplies, skillset and personnel) to complete projects.

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**DISTINGUISHING CHARACTERISTICS**

This is an advance journey-level classification in the Maintenance Mechanic job family.

The Maintenance Planner/Scheduler evaluates, analyzes and provides equipment-related expertise and technical guidance to management on maintenance and repair processes.

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**SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Maintenance Supervisor, and functional supervision from the Maintenance Manager and other District management staff.

The Planner/Scheduler exercises functional supervision over lower level Maintenance Mechanic and Maintenance Worker classifications. Provides direction to warehouse personnel. Supervises and directs the work of temporary/contract warehouse and/or maintenance support staff.

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**ESSENTIAL DUTIES**

*The following duties are representative of the duties performed by this classification but is not intended to be an inclusive list.*

Serves as principal contact and liaison between Maintenance and Operations to plan, schedule and coordinate routine and non-routine corrective, preventive and predictive maintenance work on agency-operated treatment plant systems, buildings, facilities, machinery, equipment and vehicle fleet. Contacts and works with personnel from other divisions and departments as needed.

Receives and reviews requests for maintenance and repair work and determines the most efficient and effective method to accomplish the work. Consults with others as necessary.

Provides job estimates for the work to be performed: labor, supplies and material, and any outside services.

Works with maintenance leads and supervisors to determine resource availability and balance the workforce load. Develops preliminary workforce schedules. Verifies all material, information, tools and labor are available prior to scheduling.

Provides direction to warehouse personnel for the procurement and pre-staging of all parts and material required for the completion of maintenance jobs.

**TITLE: Maintenance Planner/Scheduler****PAY LEVEL OM 160**

Manages and administers the Computerized Maintenance Management System (CMMS), including developing a metrics program to measure division efficiency and labor utilization and to produce work performance reports for management information and use.

### **OTHER ASSIGNED DUTIES**

General: Provides information and assistance to the public, other District officials and staff. Assumes responsibility for covering a part of the work assignments of co-workers during short absences as assigned. Participates in teams engaged with process and customer service improvements, cross-training, and team evaluations. Performs other work consistent with the responsibilities assigned to the classification and necessary to the effective operations of the District. May assist with special maintenance and repair projects.

### **QUALIFICATIONS**

#### **Knowledge of the following is required to perform the essential function:**

- Industrial maintenance equipment-related expertise
- Understanding of reactive, preventive and predictive maintenance to effectively manage and plan maintenance and repair projects including estimating labor, materials and skills needed to complete jobs.
- Maintenance and repair processes in a wastewater treatment facility and working knowledge of the work order system, planning and scheduling and storeroom processes.
- Technical writing skills to provide simple and accurate instructions on improving preventive maintenance activities.
- Standard blueprints, machine and process drawings.
- Basic math skills to plan and organize jobs and projects.
- Good time management, organizational and planning skills.
- Inventory management and CMMS.

#### **Ability to do the following is required to perform the essential function:**

- Establish, maintain and improve the Maintenance planning and scheduling business flow process; schedule maintenance work into production plan.
- Scope the full extent of maintenance work needed to conduct the relevant repair/preventive/predictive/design-out activities on the organization's plant and equipment.
- Communicate clearly and concisely, both orally and in writing.
- Develop cost and time estimates of planned maintenance work.
- Manage multiple priorities or projects simultaneously and keep them progressing to completion.
- Purchase all necessary parts, equipment, services and documentation to perform the maintenance work.
- Write applicable maintenance procedures that promote defect-free maintenance work quality.
- Maintain accurate equipment maintenance history and job records database and technical information on processes, plant and equipment.
- Convert the organization's asset management and maintenance strategy into workplace activities.

<b>TITLE:</b>	<b>Maintenance Planner/Scheduler</b>	<b>PAY LEVEL OM 160</b>
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- Able and competent in root cause failure analysis leadership and investigations.
- Apply good stores management practices and parts management to ensure parts and equipment retain full reliability while stored.
- Ensure key performance indicators are captured and reported for equipment reliability, maintenance department performance and planning and scheduling business flow process
- Continually improving planning, scheduling, purchasing, stores, data management and job reporting systems to increase planning effectiveness and efficiency
- Collaborate with maintenance supervision to schedule manpower and resources for the most effective production and maintenance outcomes
- Must have a demonstrated ability to visualize and communicate the execution of work.
- Have the ability to sketch or redline existing drawings.
- Persuasively communicate ideas and assert a point of view in complex or controversial situations.
- Intermediate computer experience, including working knowledge of MS Office software such as Word and Excel

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### **QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). A person with the following combined training and experience would typically qualify to compete in a selection process:

**EDUCATION:** High School Diploma or equivalent, supplemented by vocational or technical training in mechanical maintenance and repair. College-level coursework in project planning and supervision is desirable; **and**

**EXPERIENCE:** Minimum of five (5) years of industrial maintenance and repair experience, including two (2) years of prior experience planning and scheduling maintenance and repair work. A combination of education and specialized planning and scheduling experience may substitute for the two years of prior experience.

Working knowledge of pumps, motors, general and specialized parts, electrical, welding and mechanical equipment typically used in water/wastewater treatment plant operations or comparable facilities is required. Computer skills and experience with inventory management and Computerized Maintenance Management System software necessary.

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### **REQUIRED LICENSES, CERTIFICATIONS AND REGISTRATIONS:**

A valid California State Class C license must be maintained at all times.

A valid California Water Environment Association (CWEA) Mechanical Technologist certification (Grade II or higher) is required or must be obtained prior to the completion of probationary period. CWEA Mechanical Technologist Grade III or IV is highly desirable.

**TITLE: Maintenance Planner/Scheduler****PAY LEVEL OM 160**

Forklift certification is desirable.

Failure to obtain and maintain the required license and certifications may result in termination of employment.

### **ADDITIONAL REQUIREMENTS**

May be required to work overtime as needed.

Would be expected to respond or report to duty in emergency situations, which may occur after hours, on weekends and/or holidays.

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### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in warehouse and office building environments with controlled lighting, ventilation and moderate noise levels.
- Frequent sitting for prolonged periods while operating telephone system and computer; intermittently twisting and reaching to operate other equipment and access resource materials.
- Employees may use and be exposed to hand, power and noise producing tools and equipment and the noise level in the work environment may be loud.
- Occasionally exposed to outside weather conditions, including extreme heat and cold including rain, ice, fog, wind and various terrains.
- Regularly exposed to moving mechanical parts.
- Periodically exposed to high, precarious places, toxic or caustic chemicals, fumes, odors, dust and pollen.
- Occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration.
- Occasionally may be required to wear personal protective equipment.
- Regularly operate safety devices and equipment and apply proper safety procedures in hazardous environments.
- Periodically required to ascend and descend ladders and stairs.
- Periodically required to operate forklifts, hand trucks, and carts.
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds.
- Periodically required to walk, climb or balance and stop, kneel, crouch, or crawl.
- Visual acuity to read fine details on blue prints, drawings, work orders, correspondence, and/or reports. Regularly required to use hands and fingers to grasp, handle tools and use general office equipment and/or computer.



**TITLE:**

**Maintenance Planner/Scheduler**

**PAY LEVEL OM 160**

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**EMPLOYMENT CONDITIONS**

**Fair Labor Standards Act Classification:** Non-Exempt, classification qualifies for overtime compensation in accordance with federal and state wage and hour laws

**Collective Bargaining Representation Unit:** Operations & Maintenance Bargaining Unit/Public Employees Union, Local One

**Job Specifications Approved by:** Board of Directors on xx/xx/xxxx

**Appointment and Removal Authority:** General Manager

**Amended & Approved by:** General Manager on *xx/xx/xxxx*

DELTA DIABLO  
SECTION 1 - OPERATIONS & MAINTENANCE BARGAINING UNIT  
SALARY RANGES EFFECTIVE July 1, 2019

RANGE	CLASSIFICATIONS	Note	A	B	C	D	E	F	G	H	I	J
OM 120	Utility Laborer	00	\$5,648.86	\$5,790.08	\$5,934.83	\$6,083.20	\$6,235.28	\$6,391.16	\$6,550.94	\$6,714.72	\$6,882.58	\$7,054.65
		01	\$5,790.08	\$5,934.83	\$6,083.20	\$6,235.28	\$6,391.16	\$6,550.94	\$6,714.72	\$6,882.58	\$7,054.65	\$7,231.01
		02	\$5,931.30	\$6,079.58	\$6,231.57	\$6,387.36	\$6,547.05	\$6,710.72	\$6,878.49	\$7,050.45	\$7,226.71	\$7,407.38
OM 124	Maintenance Mechanic Trainee; Maintenance Worker; WWTP Operator-In-Training;	00	\$5,914.91	\$6,062.78	\$6,214.35	\$6,369.71	\$6,528.96	\$6,692.18	\$6,859.48	\$7,030.97	\$7,206.75	\$7,386.91
		01	\$6,062.78	\$6,214.35	\$6,369.71	\$6,528.96	\$6,692.18	\$6,859.48	\$7,030.97	\$7,206.75	\$7,386.91	\$7,571.59
		02	\$6,210.66	\$6,365.92	\$6,525.07	\$6,688.20	\$6,855.40	\$7,026.79	\$7,202.46	\$7,382.52	\$7,567.08	\$7,756.26
OM 126	Electrical/Instrumentation Technician Trainee	00	\$6,075.59	\$6,227.48	\$6,383.17	\$6,542.75	\$6,706.32	\$6,873.98	\$7,045.83	\$7,221.97	\$7,402.52	\$7,587.58
		01	\$6,227.48	\$6,383.17	\$6,542.75	\$6,706.32	\$6,873.98	\$7,045.83	\$7,221.97	\$7,402.52	\$7,587.58	\$7,777.27
		02	\$6,379.37	\$6,538.86	\$6,702.33	\$6,869.89	\$7,041.63	\$7,217.68	\$7,398.12	\$7,583.07	\$7,772.65	\$7,966.96
OM 130	Warehouse Technician I	00	\$6,213.76	\$6,369.11	\$6,528.34	\$6,691.54	\$6,858.83	\$7,030.30	\$7,206.06	\$7,386.21	\$7,570.87	\$7,760.14
		01	\$6,369.11	\$6,528.34	\$6,691.54	\$6,858.83	\$7,030.30	\$7,206.06	\$7,386.21	\$7,570.87	\$7,760.14	\$7,954.14
		02	\$6,524.45	\$6,687.56	\$6,854.75	\$7,026.12	\$7,201.78	\$7,381.82	\$7,566.37	\$7,755.52	\$7,949.41	\$8,148.15
OM 134	Collection Systems Worker I; Maint. Mech. I; WWTP Operator I; Household Hazardous Waste Tech I;	00	\$6,506.42	\$6,669.08	\$6,835.80	\$7,006.70	\$7,181.86	\$7,361.41	\$7,545.45	\$7,734.08	\$7,927.44	\$8,125.62
		01	\$6,669.08	\$6,835.80	\$7,006.70	\$7,181.86	\$7,361.41	\$7,545.45	\$7,734.08	\$7,927.44	\$8,125.62	\$8,328.76
		02	\$6,831.74	\$7,002.53	\$7,177.59	\$7,357.03	\$7,540.96	\$7,729.48	\$7,922.72	\$8,120.79	\$8,323.81	\$8,531.90
OM 140	Electrical/Instrumentation Technician I	00	\$6,683.14	\$6,850.22	\$7,021.47	\$7,197.01	\$7,376.94	\$7,561.36	\$7,750.39	\$7,944.15	\$8,142.76	\$8,346.33
		01	\$6,850.22	\$7,021.47	\$7,197.01	\$7,376.94	\$7,561.36	\$7,750.39	\$7,944.15	\$8,142.76	\$8,346.33	\$8,554.98
		02	\$7,017.30	\$7,192.73	\$7,372.55	\$7,556.86	\$7,745.78	\$7,939.43	\$8,137.91	\$8,341.36	\$8,549.89	\$8,763.64
OM 142	Collection Systems Worker II; Maint. Mech. II; Warehouse Technician II; WWTP Operator II; Household Hazardous Waste Tech. II	00	\$7,157.08	\$7,336.01	\$7,519.41	\$7,707.39	\$7,900.08	\$8,097.58	\$8,300.02	\$8,507.52	\$8,720.21	\$8,938.21
		01	\$7,336.01	\$7,519.41	\$7,707.39	\$7,900.08	\$8,097.58	\$8,300.02	\$8,507.52	\$8,720.21	\$8,938.21	\$9,161.67
		02	\$7,514.94	\$7,702.81	\$7,895.38	\$8,092.76	\$8,295.08	\$8,502.46	\$8,715.02	\$8,932.90	\$9,156.22	\$9,385.12
OM 150	Electrical/Instrumentation Technician II	00	\$7,350.75	\$7,534.51	\$7,722.88	\$7,915.95	\$8,113.85	\$8,316.69	\$8,524.61	\$8,737.73	\$8,956.17	\$9,180.07
		01	\$7,534.51	\$7,722.88	\$7,915.95	\$8,113.85	\$8,316.69	\$8,524.61	\$8,737.73	\$8,956.17	\$9,180.07	\$9,409.58
		02	\$7,718.28	\$7,911.24	\$8,109.02	\$8,311.75	\$8,519.54	\$8,732.53	\$8,950.84	\$9,174.61	\$9,403.98	\$9,639.08
OM 152	Collection Systems Worker III; Maint. Mech. III; WWTP Operator III; Household Hazardous Waste Tech. III;	00	\$7,872.85	\$8,069.67	\$8,271.41	\$8,478.20	\$8,690.15	\$8,907.40	\$9,130.09	\$9,358.34	\$9,592.30	\$9,832.11
		01	\$8,069.67	\$8,271.41	\$8,478.20	\$8,690.15	\$8,907.40	\$9,130.09	\$9,358.34	\$9,592.30	\$9,832.11	\$10,077.91
		02	\$8,266.49	\$8,473.15	\$8,684.98	\$8,902.11	\$9,124.66	\$9,352.77	\$9,586.59	\$9,826.26	\$10,071.92	\$10,323.71
OM 156	Electrical/Instrumentation Technician III Control Systems Specialist	00	\$8,086.61	\$8,288.78	\$8,496.00	\$8,708.40	\$8,926.11	\$9,149.26	\$9,377.99	\$9,612.44	\$9,852.75	\$10,099.07
		01	\$8,288.78	\$8,496.00	\$8,708.40	\$8,926.11	\$9,149.26	\$9,377.99	\$9,612.44	\$9,852.75	\$10,099.07	\$10,351.55
		02	\$8,490.95	\$8,703.22	\$8,920.80	\$9,143.82	\$9,372.41	\$9,606.73	\$9,846.89	\$10,093.07	\$10,345.39	\$10,604.03
OM 158	WWTP Senior Operator	00	\$8,266.47	\$8,473.13	\$8,684.96	\$8,902.08	\$9,124.64	\$9,352.75	\$9,586.57	\$9,826.23	\$10,071.89	\$10,323.69
		01	\$8,473.13	\$8,684.96	\$8,902.08	\$9,124.64	\$9,352.75	\$9,586.57	\$9,826.23	\$10,071.89	\$10,323.69	\$10,581.78
		02	\$8,679.79	\$8,896.79	\$9,119.21	\$9,347.19	\$9,580.87	\$9,820.39	\$10,065.90	\$10,317.55	\$10,575.48	\$10,839.87
OM 160	WWTP Senior Operator - Grade IV/V	00	\$8,514.50	\$8,727.37	\$8,945.55	\$9,169.19	\$9,398.42	\$9,633.38	\$9,874.22	\$10,121.07	\$10,374.10	\$10,633.45
		01	\$8,727.37	\$8,945.55	\$9,169.19	\$9,398.42	\$9,633.38	\$9,874.22	\$10,121.07	\$10,374.10	\$10,633.45	\$10,899.29
		02	\$8,940.23	\$9,163.74	\$9,392.83	\$9,627.65	\$9,868.34	\$10,115.05	\$10,367.93	\$10,627.12	\$10,892.80	\$11,165.12

\*Note : 00 designates base range. 01 designates base range plus 2.5% longevity adjustment for employees with between 10-15 years of service.  
Subrange 02 designates base range plus 5% longevity adjustment for employees with 15 or more years of service.

Approved:  Federal Glover, Board Secretary

Date: July 10, 2019