

Maintenance Planner and Scheduler

Date Posted: 09/16/2024

Req ID: 39711

Faculty/Division: Facilities & Services

Department: Utilities and Building Operations

Campus: St. George (Downtown Toronto)

Description:

The University of Toronto is a trailblazer not only in academia and research but also in ensuring operational excellence. U of T's Facilities and Services group works diligently to make sure all stakeholders have a safe, clean, comfortable, attractive and sustainable environment in which to learn, teach and play. The Facilities & Services portfolio includes the operation and stewardship of over \$3.5 billion in physical assets at the St. George campus situated in the heart of Canada's largest city. We manage and provide service to over 120 buildings totaling 12 million square feet plus the operation and management of an extensive district energy system supporting more than 150 buildings. Not only are we One of Canada's Best Employers, we are one of Canada's Greenest Employers.

The Utilities & Building Operations team on the St. George campus manages and maintains all electrical and mechanical systems that enable research, teaching, learning, working and special operations on the downtown St. George Campus.

Reporting to the Manager, Maintenance Planning & Reliability and working in close collaboration with Lead Hands, Building Engineers, Trades and external service providers, the Maintenance Planner and Scheduler will be planning, scheduling and reporting on all planned mechanical and electrical maintenance on campus.

The Maintenance Planner and Scheduler will work within the CMMS (Computerized Maintenance Management System) to maintain and update equipment inventory, develop work plans, generate job plans and tasks, produce lookahead schedules, retrieve data and report on maintenance progress. They will be closely involved in evaluating maintenance work to improve future work orders and implement overall process improvements and maximize the efficiency of field resources.

Your responsibilities will include:

- Overseeing the data collection and analysis processes
- Assessing and determining methodologies for data retrieval and manipulation
- Maintaining information in databases
- Updating and maintaining documented queries, analyses and reports
- Implementing plans and process improvements for departmental standards and activities
- Planning ongoing scheduled and non-scheduled facility maintenance programs
- Selecting appropriate contractors and consultants based on work required
- Checking that contracts are fulfilled as per the general conditions of the contract

Essential Qualifications:

- Bachelor's degree or acceptable combination of equivalent experience.

- Minimum five years of practical experience related to utilities & building operations maintenance Planning and Scheduling
- Experience in utilizing CMMS / WMS (Computerized Maintenance Management Systems / Work Management Systems) in a facilities management
- Understanding of building systems such as HVAC, plumbing, electrical, and structural components.
- Ability to develop and execute maintenance schedules efficiently to minimize downtime and disruption.
- Demonstrated experience diagnosing issues, prioritizing tasks, and finding effective solutions under time constraints.
- Knowledge of safety standards and regulations related to building maintenance operations.
- Experience analyzing maintenance data and trends to improve efficiency and reduce costs.
- Experience in creating and maintaining technical documentation, including maintenance task list, logs and reports.
- Ability to effectively communicate with contractors, vendors, and operations team regarding maintenance schedules and issues.
- Strong organizational skills to maintain records, manage inventory, and coordinate resources effectively.
- Ability to work collaboratively with other maintenance personnel and building management teams.
- Being adaptable to changing priorities and able to work effectively under pressure.
- Strong communication skills, both verbally and in writing, including the ability to communicate technical requirements to vendors and contractors.
- Strong computer skills with Office365 applications, in particular use of Excel for data analysis from imported datasets
- Demonstrated commitment to equity, diversity, inclusion, and the promotion of a respectful and collegial learning and working environment.

Assets (Nonessential):

- Certificate of Qualification as an electrician or journeyman trade
- Certified Engineering Technologist
- Maintenance Management Professional (MMP)
- Knowledge of SAP PM Maintenance

To be successful in this role you will be:

- Communicator
- Diligent
- Organized
- Proactive
- Problem solver
- Resourceful

Closing Date: 09/29/2024, 11:59PM ET

Employee Group: USW

Appointment Type: Budget - Continuing

Schedule: Full-Time

Pay Scale Group & Hiring Zone:

USW Pay Band 13 -- \$84,813. with an annual step progression to a maximum of \$108,463. Pay scale and job class assignment is subject to determination pursuant to the Job Evaluation/Pay Equity Maintenance Protocol.

Job Category: Facilities/Ancillary Services

All qualified candidates are invited to apply at [Jobs.utoronto.ca/job/Toronto-Maintenance-Planner-and-Scheduler](https://jobs.utoronto.ca/job/Toronto-Maintenance-Planner-and-Scheduler).