



MAINTENANCE PLANNER & SCHEDULER

Job ID: 18786

Job Category: Engineering & Technical

Division & Section: Toronto Water, TW Water Infrastructure Management

Work Location: 235 Cottingham Street

Job Type & Duration: Full Time, Permanent

Hourly Rate and Wage Grade: \$39.52 - \$43.28, TF4472, Wage Grade 12

Shift Information: Monday to Friday, 40 hours per week

Affiliation: L79 Full-time

Qualified List: Candidate List will be established. For applicability and duration, see below.

Number of Positions Open: 1

Posting Period: 15-Oct-2021 to 14-Nov-2021

Major Responsibilities:

- Plan, schedule and coordinate all maintenance activities (both planned and corrective work).
- Configure, maintain, and monitor CMMS (Computerized Maintenance Management System) or WMS (Work Management Systems) data and applications, including Hansen and Avantis.
- Maintain and update the equipment inventory, including asset characterizing information such as model, serial number, equipment type, etc.
- Perform purchasing duties, as required, with a full understanding of purchasing policies.
- Stage materials, as required.
- Evaluate maintenance work feedback to improve future work orders.
- Prioritize work requests and work orders.
- Develop work plans for maintenance (Preventive, Predictive and Corrective work) with necessary information to allow efficient scheduling, assigning and execution of maintenance work.
- Develop detailed work instructions, as required, to support all health and safety requirements by participating in job-hazard analysis.
- Request and receive the appropriate level of technical input to effectively plan all work.
- Assemble work packages to the level of detail required to execute the work.
- Calculate work backlog based on open work with priorities and forecasted available labour hours and materials for future work that is planned prior to actual work completion.
- Develop and maintain Bill of Materials.
- Prepare training course materials, and conduct training and demonstrations for users of CMMS / WMS concepts.
- Provide training and work coordination to staff.
- Administer, prepare, review and coordinate requirements, contracts, agreements, reports and documents.
- Conduct field inspections and assessments, and evaluate the condition of facilities and assets, including root cause analysis.
- Assist with budget preparation and tracking of expenditures.
- Assist engineers and other management staff in carrying out technical work, including performing research, tests, calculations, and technical analysis, and preparing reports and specifications.
- Conduct quality assurance data integrity checks, and produce reports based on findings.
- Prepare, read and interpret technical drawings.
- Support and lead initiatives related to maintenance process improvements and equipment reliability.
- Lead, and participate in, coordination meetings between operations and maintenance groups, and take meeting minutes.

- Configure, operate and maintain a variety of mechanical, digital, wireless, computerized and other equipment and systems, and provide training to staff in maintenance activities, etc.

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Experience in the industrial maintenance field, including experience related to reliability in a complex process facility.
2. Combination of education and practical experience related to Planning and Scheduling, including:
 - a. Graduation from a Mechanical or Electrical Technologist Program, or
 - b. Maintenance Management Professional (MMP) or Certified Maintenance and Reliability Professional (CMRP) Certification, or
 - c. A Millwright or Electrician Trade.
3. Experience with maintenance principles, practices, concepts and options, including all areas within maintenance planning, scheduling, coordination and optimization.
4. Experience in utilizing CMMS / WMS (Computerized Maintenance Management Systems / Work Management Systems) in a complex process environment.
5. Experience in utilizing MS Office (working knowledge of Excel required).
6. Possession of, and ability to maintain, a valid Province of Ontario Class G driver's licence, ability to qualify for the City's equipment operating permits and requirements, and, as required, have daily access to a personal vehicle.

You must also have:

- Advanced knowledge of the collection, evaluation and analysis of field data related to maintenance management, facility processes and infrastructure.
- Knowledge of government legislation in the area of the Occupational Health and Safety Act and its regulations.
- Knowledge of manual and computerized mathematical calculations used in engineering analysis.
- Ability to collaborate and effectively contribute to a multi-disciplinary team.
- Ability to understand maintenance administration processes related to inventory control, procurement and other purchasing procedures, including tendering and administration of requests, etc.
- Knowledge of, and ability to utilize, Computerized Maintenance Management Systems (CMMS), including the set-up of user definable software for end-user use in the areas of maintenance, procurement and inventory control.
- Excellent analytical skills with the ability to recommend solutions.
- Ability to read and interpret technical drawings and plans.
- Ability to provide work coordination to other staff.
- Ability to plan, prioritize, organize and carry out work with minimal supervision.
- Advanced problem-solving and project coordination skills and the ability to exercise independent judgement in dealing with technical matters.

Note: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/) < <https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/> >.

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How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at

<https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 18786**, by **Sunday, November 14, 2021**.

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Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).