



Maintenance Planner & Scheduler

Job Classification Title	MAINTENANCE PLANNER & SCHEDULER
Requisition #	2272718 X
Division	Facilities Management
Section	Critical Buildings
Work Location	METRO HALL, 55 JOHN ST
Job Stream	Operations & Maintenance
Job Type	Permanent, Full-Time
Salary/Rate	\$37.60 - \$41.18 / Hour
Hours of Work (bi-weekly)	80.00
Shift Information	Monday to Friday, 40 hours per week
Wage Grade	12
Affiliation	L79 Full-time
Job Code (PSG)	TF4472
Number of Positions Open	1
Posting Date	09-Jun-2017
Expiry date	30-Jun-2017

Job Description

Major Responsibilities:

- Develops, maintains and monitors programs and systems such as Computerized Maintenance Management Systems (CMMS) or Work Management Systems (WMS), including SAP.
- Plans, schedules and coordinates all maintenance activities, both planned and reactive work.
- Develops work plans for maintenance (PM, PdM and Corrective work) with necessary information to allow efficient scheduling, assigning and execution of maintenance work.
- Performs purchasing duties, as required, ensuring adherence to purchasing policies and 7/24 requirements for maintenance.
- Stages materials, as required.
- Evaluates job feedback and makes recommendations to improve future planned work.
- Prioritizes work requests and work orders.
- Calculates planned work, based on open work with priorities, and forecasted available labour hours.
- Prepares training course materials and conducts training and demonstrations for users of CMMS / WMS concepts, and provides training and work direction to staff.
- Conducts investigations and studies for a variety of maintenance programs and projects pertaining to the City's facilities and infrastructure, and makes recommendations on findings.
- Administers, prepares and coordinates requirements and reviews reports, specifications and documentation related to maintenance activities.
- Conducts field inspections and assessments and evaluates the condition of facilities and assets, including root cause analysis.
- Assists with budget preparation and tracking of expenditures.
- Prepares drafts of documents, contracts, specifications and agreements for the Supervisors and Managers.
- Programs, operates and maintains a variety of mechanical, digital, analogue, wireless, computerized and other equipment and systems, and provides training to staff in maintenance activities, calculations, diagnostics, repairs, studies, etc.
- Conducts quality assurance data integrity checks and produces reports based on findings.
- Performs and/or monitor tests, analyzes results and makes recommendations.
- Performs and/or reviews research and calculations and analyzes technical data.
- Prepares, reads and interprets technical drawings.

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Extensive experience in the engineering maintenance field, including experience related to asset reliability in a complex process facility.
2. Graduation from a Mechanical or Electrical Technologist Program, Plant Engineering Maintenance Association of Canada – Maintenance Management Program (PEMAC MMP) Certification, or the equivalent combination of education and practical experience related to Planning and Scheduling.
3. Considerable experience applying maintenance principles, practices, concepts and options, related to maintenance planning, scheduling, coordination and optimization.

4. Experience using MS Office Suite (MS Excel, MS Project) and Computerized Maintenance Management Systems (CMMS) / Work Management Systems (WMS).

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, and the Ontario Building Code and Fire Code.
- Knowledge of manual and computerized mathematical calculations used in engineering analysis.
- Ability to understand Facilities Management 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 research and analytical skills with the ability to recommend solutions.
- Ability to read and interpret technical drawings and plans.
- Ability to provide work direction to other staff.
- Strong organizational and multi-tasking skills with the ability to plan, prioritize, organize and carry out work with minimal supervision.
- Ability to communicate effectively both verbally and in writing with various levels of staff, external clients and the public on technical issues.
- Strong customer service and interpersonal skills and ability to work effectively as a member of a team.
- Strong problem-solving and conflict resolution skills.
- Ability to plan, organize and coordinate projects and meet required deadlines.
- Ability to exercise independent judgement in dealing with technical matters.
- Ability to travel to various work locations/sites to conduct field investigations.

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How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at www.toronto.ca/jobs. To apply online, submit your resume, quoting **File #2272718 X**, by **Friday, June 30, 2017**.

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume or to the one used to set up their Candidate Profile if applying on TalentFlow. As an applicant, it is your responsibility to ensure that you check your email regularly.

The City of Toronto is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment. In accordance with the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act* and the [City of Toronto's Accommodation Policy](#), a request for accommodation will be accepted as part of the City's hiring process.

If you are invited to participate in an assessment process, kindly provide your accommodation needs in advance. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the hiring process.