



## **Work Planning Coordinator**

**Category:** Classified  
**Pay Grade:** C19  
**Job Code:** 13660

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs responsible technical work involving the scheduling of utility maintenance work projects and assisting in the determination and coordination of material, equipment, and manpower needs and availability for each project; may train employees in measuring techniques and in recording of red-line data and coordination of data collected with engineers for permanent record in the G.I.S.; prioritizes and schedules planned and unplanned utility maintenance and repair projects; coordinates with and contacts maintenance supervisors or engineers in determining project timetables, equipment requirements and availability, and manpower utilization, or to ensure accuracy of permanent records.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Prioritizes, assigns, and schedules work projects involving the maintenance, repair and construction of pipe systems and related projects of potable water and reclaimed water distribution systems and wastewater collection systems.
- Ensures that changes made to utility systems are accurately measured and recorded in the G.I.S.
- Assists in coordinating material and equipment needs and availability for individual work orders.
- Coordinates with engineers and other involved departments to ensure field information and as-built matches with G.I.S. data.
- Computes amount of labor, tools, and material required, completing work orders by developing project descriptions, cost estimates, and material lists.
- Issues sub-work orders, cancellation changes and rush work orders.
- Maintains and monitors comprehensive records of work orders, scheduled completion dates, work progress and delays and adjusts dates to reflect current status.
- Trains personnel in measuring techniques and in recording of red-line data.
- May supervise subordinate personnel.
- Monitors crew availability, intermixing crew specialties as necessary to maximize available resources.
- Receives and responds to telephone inquiries and complaints with respect to the scheduling of projects and estimated completion dates.
- Performs information processing related duties including using statistical packages or programs, encoding data, data entry and retrieval.
- Performs related work as assigned or required.

## **QUALIFICATIONS**

### **Education and Experience:**

Three (3) years of experience in utilities construction, maintenance, or major repair that includes one (1) year of warehousing or inventory control experience and team leader, supervisor, or supervisor training; or completion of a two-year vocational and training certification or diploma in a related field and one (1) year experience as described above; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- 1 year of experience with warehousing or inventory control
- Supervisory training, or experience as a team leader, or supervisor.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### **Knowledge, Skills and Abilities:**

- Knowledge of service scheduling, time, material, and manpower requirements to complete a variety of utility maintenance work projects;
- Knowledge of the methods and techniques utilized in utilities maintenance projects;
- Knowledge of field data collection, measuring, and recording techniques;
- Knowledge of office automation equipment and systems;
- Knowledge of principles and procedures of inventory control and procurement practices, policies, and procedures;
- Ability to review plans, review data in the G.I.S., and detect inaccuracies and take corrective action steps;
- Ability to communicate effectively, orally and in writing;
- Ability to operate office automation equipment;
- Ability to establish and maintain effective working relationships with employees and the public as necessitated by the work;
- Ability to maintain accurate records of scheduled work projects and the status of a variety of utility maintenance projects;
- Ability to understand and carry out oral and written instructions.

## **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

## **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.