

## Fleet Maintenance Planner

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### **DEFINITION**

Positions in this class are responsible for the development, implementation, coordination and maintenance of a comprehensive maintenance and servicing plan for the City vehicle fleet and equipment managed by the Municipal Maintenance section of Mobile Equipment Services. The overall planning function incorporates specific activities including preventive maintenance, scheduled servicing, cleaning, overhaul and major repair, new vehicle fleet commissioning, rebuilds, special modifications, warranty servicing and repair, recalls, and special projects.

Incumbents are responsible for the development and implementation of a plan to achieve maintenance and repair objectives for the fleet that utilizes resources and facilities in an effective and efficient manner. Extensive use of planning and scheduling tools such as maintenance management systems, historical records, office automation software, etc. is required, and employees in this class provide coordinative integration between maintenance Engineering, materials management, facilities managers and supervisors and others to facilitate the implementation of maintenance plans.

Positions in this class monitor the progress of maintenance/service/repair programs, establish and adjust work priorities, and make adjustments to plans in response to resource availability, unusual situations, etc.

### **TYPICAL DUTIES\***

Creates complex and integrated work plans to achieve maintenance and service objectives, incorporating elements including routine servicing, preventative maintenance, major and minor repairs and overhauls, fleet commissioning, special projects and related factors.

Prepares and distributes detailed work plans to sections involved in delivery of services and acts as a contact, facilitator, and problem solver concerning the execution of the plan.

Utilizes maintenance management planning systems, historical records, and other data to forecast labour, materials and supplies, facility space, time, tool and other resource requirements. Identifies resource constraints and develops plan priority and schedule adjustments on the basis of the analysis.

Consults with garage supervisors, mechanics, facility directors, and others to coordinate plans, identify needs, and plan priorities and adjustments. Responds to unforeseen circumstances, initiates changes to plans and schedules, and determines when additional resources are required to accomplish objectives.

Participates in the development of manpower/workforce deployment planning activities to meet plan objectives and utilize maintenance and repair resources effectively. Prepares budget data, historical data analysis, forecasts and other information to support the service delivery programs. Provides input into the formulation and delivery of mechanic training programs as required.

Acts as a resource to assist with the integration of new maintenance/service programs, determining performance indicators, resource estimates, reporting requirements, etc.

Assists with responding to new or unusual maintenance and repair problems, determining actions to be taken, contacting manufacturers, etc.

Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of all aspects of a large and diversified municipal fleet of vehicle and equipment maintenance including the involved trades and sub-trades.

Ability to devise specific maintenance, major overhaul and repair programs that are effective and within budget and to coordinate the administration of programs to minimize disruption to the fleet maintenance program.

Ability to communicate effectively with a variety of staff to achieve effective planning and program delivery.

Ability to perform heavy work when assisting with breakdown diagnosis, service and maintenance issues, etc. in a shop environment.

Skilled in the use of maintenance scheduling/planning, office automation, and data analysis tools to meet the requirements of the work.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Certified Alberta Journeyman in the trade of heavy mechanic or automotive mechanic. Completion of coursework in project planning and management, office automation and SAP software applications. A minimum of 5 years of experience in many aspects of diversified vehicle and equipment fleet maintenance such as mechanics. Class 3Q Drivers License with airbrake endorsement and eligibility to obtain and hold a City Driver’s Permit.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1871			

Last Updated:  
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