

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITIES OPERATIONS PLANNER

Spec No. 2315

BASIC FUNCTION

To provide technical applications, job scheduling, project status, inventory control, and assistance to Facilities Maintenance and Management for maintenance planning, and facility systems administration.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops work plans, schedules, and projects for Facility Maintenance Technicians and Detention Facility Technicians; assists with the procurement and expediting of materials; develops turnaround schedules when work orders must be expedited; identifies critical path for projects; performs staff resource leveling; provides group project management identifying critical path; resource leveling, backlog analysis, cost analysis, and project percent complete; ensures all parts, materials, and tools are available to meet project schedules; assists with preventive maintenance descriptions in the Computerized Maintenance Management System (CMMS); attaches tool lists and reference materials appropriately.
2. Acts as a liaison between customers, facility technicians, and management on work requests, and project plans.
3. Plans, monitors, and coordinates the CMMS; provides integrity and accuracy of the computerized facility maintenance process; arranges and supervises the preparation and distribution of a variety of related reports; ensures the operational efficiency and accommodation of new systems and integration of technologies as they become available.
4. Writes in-house workflow charts, procedural manuals, and training aids and instructs personnel of process and system functions; maintains detailed documentation for facility system(s) applications that are not vendor developed; coordinates maintenance staff and customer education as needed.
5. Ensures adherence to long-range system(s) plans; recommends, coordinates and supervises the implementation of long-range plans to provide for seamless integration.
6. Assists with budget preparation and bid specifications as required.
7. Maintains Facility Maintenance and building security web page information.
8. Participates in planning facility process, procedure and standard changes to improve efficiency.
9. Coordinates setting up user accounts and connections to Facility systems and hardware as required.
10. Performs special projects as assigned.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in business, facility management or closely related field; AND, three (3) years of experience in maintenance planning, building security, operating and maintaining computerized business applications; OR, any equivalent combination of training and/or experience that provide the required knowledge, and abilities. Experience with a large, computerized business application is preferable. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State driver's license is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- computerized maintenance management system
- general building systems and control
- general facility maintenance practices and policies
- establishing and optimizing preventive maintenance activities
- creating and managing detailed work order and project packages
- project management software and MS Office
- personal and group time management, handling multiple tasks, prioritizing and meeting deadlines
- team building and leadership skills
- facility maintenance personnel capabilities and job requirements
- facility planning and scheduling fundamentals
- county organization and hierarchy
- general capabilities of computer equipment and their related peripheral devices

Ability to:

- plan and schedule work for facility technicians to meet County goals, assigning work to authorized personnel, minimizing down-time of personnel and equipment
- improve inventory accuracy and reduce overtime and unplanned maintenance calls
- exercise good judgment as to when to act independently and when to refer situations to higher authority
- sound economic judgment and ability to make informed and logical decisions
- effectively manage and operate computerized business applications and application maintenance
- instruct others in the use of processes and system software
- write custom reports from databases
- research and stay current on technology supportive to the position

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- establish and maintain effective working relationships with superiors, peers, associates and the general public
- understand and execute complex oral and written instructions
- effectively write and maintain accurate, consistent documentation and procedural manuals
- communicate effectively, both orally and in writing, with people of varying degrees of technical background
- plan and think logically and be able to prioritize work
- work under pressure, cope with interruptions, and meet deadlines

SUPERVISION

The employee receives limited supervision. The supervisor establishes objectives, priorities and deadlines. The employee plans and carries out successive steps and resolves problems; in accordance with instructions, policies, and accepted practices. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with various trips to other offsite County locations/facilities. Portions of the work week may take place in a maximum security detention facility to meet with site facility technicians. The employee may be required to work evenings, weekend and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2008
EEO Category: 2 - Professional
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous