



## Classification Description

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**Job Title: Facilities Scheduler**

**Pay Grade: 107**

**Job Code: 3832**

**FLSA Status: Non-exempt**

### **Job Purpose**

This position is responsible for providing support to the planning, and maintenance departments pertaining to issuing work orders, scheduling preventive maintenance and providing reports for tracking of projects and scheduled repairs and trouble calls.

### **General Responsibilities**

#### **Essential Functions**

Coordinates tasks essential to complete a job between zone supervision, work groups or trades, vendors, and customers.

Generates work packages and schedules comprised of cost estimates, man-hour requirements, special skill requirements, drawings, manuals, special procedures, materials list, special tools or equipment's, permit and inspection requirements, safety evaluation, and pre-job safety checklist.

Manages custom reports to monitor and report on planned work progress by working with the Computerized Maintenance Management System (CMMS).

Provides the Facilities Operations leadership with data to improve the ratio of planned work to unplanned work with a target of zero breakdowns as well as work with appropriate stake holders to schedule utility and equipment shutdowns required to complete a project.

Tracks scheduled work hours; maintain plans and reports pertaining to all facilities projects.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

## FACILITIES SCHEDULER

### Knowledge, Skills and Abilities

#### Minimum Qualifications

High school diploma or GED.

Eight (8) years of appropriate experience working as a Journeyman in a trade and/or completion of an approved apprenticeship program in a recognized trade and appropriate experience to total eight (8) years.

Three (3) years of experience in planning/scheduling with proven ability to coordinate multiple jobs in a fast paced service or production environments. Appropriate combination of education and experience may be substituted.

Working knowledge of trades, housekeeping, classifications and functions including tools and materials, and task specific sequencing required for maintenance, repairs, and cleanings.

Familiarization with safety rules and regulations for construction and trade work.

Experience in large complex organizations with facility exposure.

Excellent written and verbal communication skills; interpersonal and customer service skills.

Demonstrated use of various computer programs including and/equivalent to Microsoft Project, Microsoft Office suits, and CMMS in construction and estimating processes.

Experience with interpreting blueprints, specifications, material, and equipment take-offs.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.

## FACILITIES SCHEDULER

- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: May 21, 2019. Revised: January 4, 2022. Revised: July 1, 2023.