

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Planner Scheduler

**Unit:** Maintenance & Operations

**Page:** 1 of 2  
**Job Code:** E1445  
**Original Date:** 01/1992  
**Last Revision:** 01/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 31

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### DEFINITION

Under the direction of the District Facilities Supervisor, Business Processes, or assigned supervisor, develop plans, schedules, and estimates for services and to monitor the performance of maintenance against the plan and schedule in order to satisfy and improve efficiency and productivity in an area of specialization (HVAC/Electrical, Equipment Repair, or Buildings & Grounds).

### EXAMPLE OF DUTIES

1. Coordinate, plan, and schedule all advance scheduled maintenance work for district trade persons and maintenance staff. Develop work plans for each job as appropriate to complexity of job and the technical ability of the maintenance staff and craft persons.
2. Plan, direct, initiate, and lead planning, estimating, and scheduling functions and activities for site improvements, light construction, and remodeling projects. Schedule, meet with, and oversee vendors and contractors for compliance with plans and specifications on small and routine projects. Conduct needs assessments and assist district sites to determine specific needs for smaller projects; develop specifications.
3. Assist supervisor and leads to plan, organize, assign, direct, train, review, and approve work of other facilities employees and trade persons.
4. Analyze requests for service and maintenance data and prepare reports to identify opportunities for continued implementation of Lean Practices. Review contracts and perform inspections for conformity to plans, specifications, and requirements of the District and State and local regulatory agencies.
5. Create, use, and maintain files for each asset that contains the build of materials (BOM), history, and technical information to support creation of job plans to anticipate and avoid job delays.
6. Meet and confer with trade persons, maintenance staff, district administrators, staff, and faculty for scheduling and resolving conflicts. May provide technical assistance for maintenance on advanced planned work.
7. Maintain records and files. Prepare and submit State SB 1016 recycling report, the State Scheduled Maintenance List, and other reports.
8. Coordinate and oversee all district waste hauling and recycling (not hazardous waste.)
9. Develop, prioritize, and monitor all Local Scheduled Maintenance projects.
10. Assist in development of budget projections. Approve vendor payments and initiate budget transfers to appropriate departments for work performed on site improvements.
11. Operate motor vehicle and power equipment.
12. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

Knowledge:

- Applicable laws, codes, regulations, policies, and procedures.
- Basic computer literacy.
- Basic mathematics and accounting.
- Methods and procedures for planning, scheduling, and estimating maintenance and repair projects.
- Equipment and materials used in light construction and repair.
- District organization, operations, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Inventory, inspection, and quality control.
- Oral and written communication skills.
- Record-keeping and reporting techniques.
- Safety and building regulations, hazards, and precautions.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Human relations and interpersonal communication; influence all levels of staff and contractors.
- Interpret basic requests for service.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Operate motor vehicle and power equipment safely.
- Operate office equipment, including calculator, computer, copier, fax, 2-way radio, and scanner.
- Perform root cause analysis in troubleshooting and identifying solutions.
- Plan and organize work.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work from and create drawings and sketches.

License:

- Valid California driver's license.

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school and journey level experience in designated trade or light construction work or previous experience as a planner scheduler and/or estimator.

**WORKING CONDITIONS**

Physical Requirements:

- Category II; requirements include walking, climbing, stooping, squatting, sitting, lifting, and carrying 25 pound objects.

Environment:

- Office and field environment; subject to driving to a variety of maintenance work sites.