School District of Philadelphia

Title: Director, Maintenance Scheduling and Planning

Department: Facilities Management and Services

Reports To: Administrative Superior

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. The 130,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

Job Summary
Oversees and coordinates the materials management, job planning and job scheduling functions for the entire maintenance operation. Applies modern management principles and practices, used in the construction and maintenance industries, to ensure the effectiveness and efficiency of work operations related to the planning, scheduling and processing of work order requests. Monitors the status of jobs, assesses the progress being made, conducts failure analysis based on statistical evaluations, and designs and implements preventive maintenance programs. Monitors the maintenance budget, oversees the work of contractors, and works with software developers to provide assistance with the automation of a maintenance management system designed to monitor operations and to manage the flow of information throughout the department.

Essential Functions
- Through subordinate supervisors, oversees and directs the activities of approximately 450 trades mechanics in the electrical, mechanical, general construction and specialized trades area.
- Supervises schedulers and planners who have responsibility for receiving and responding to work requests; ensures that work order requests are prioritized and processed in a timely manner; adjusts the assignment of schedulers or planners in response to the number of work orders received.
- Oversees and coordinates large projects.
- Designs and leads a continuous effort in the implementation of a preventive maintenance programs.
- Conducts failure analyses based on statistical evaluations of critical building components; devises and/or revises work plans accordingly.
- Reviews the assignment of overtime to all trades mechanics; monitors the cost of overtime activities and ensures that assignments are equitable.
- Monitors contract maintenance work: ensures that work is completed in compliance with contract terms.
- Conducts cost analyses to make decisions related to the repair or replacement of equipment; conducts ongoing operational analyses to determine the optimal complement of in-house and contracted resources relative to cost and timelines issues.
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- Measures work output of staff and contractors on a continual basis; prepares weekly reports for review by senior management.
- Utilizes computer programs and applications to plan, monitor, and maintain status of work projects including Advantis, MS Project, MS Word, MS Excel; works with software developers to ensure that automation needs of the department are being met.
- Communicates with school-based, academic division and administrative office staff regarding work scheduling and any constraints, which must be observed.
- Manages the annual maintenance budget.
- Participates in workforce planning; develops recruitment efforts based on forecasted needs of the department as well as industry trends.
- Maintains a database with information of all staff and ongoing work projects.

Minimum Requirements
- Bachelor’s degree from and accredited educational institution in engineering, construction management or a related field.
- Five years of full-time, paid, professional experience in a maintenance or construction operation which has involved supervising a staff of trades workers, scheduling and estimating the cost of jobs, monitoring the status of jobs using a computerized tracking system and implementing or participating in the design of a preventative maintenance program.

OR
- Any equivalent combination of education and experience determined to be acceptable by the Office of Talent.

Knowledge, Skills and Abilities
- **Demonstrated knowledge of:**
  - current practices, work methods, materials and tools used in building maintenance and repair services.
  - the processes involved in planning, scheduling and prioritizing large numbers of work orders.
  - modern management practices, methods and techniques used in the construction and maintenance industries.
  - processes involved in determining cost and time estimates for jobs.
  - processes used in the design and/or implementation of preventative maintenance programs.
  - supervisory methods and techniques.
  - Advantis or a comparable computerized maintenance management system.

- **Demonstrated ability to:**
  - oversee and coordinate large projects.
  - effectively manage a large group of employees through subordinate supervisors.
  - use computer programs and applications, including word processing and spreadsheet functions, to monitor, track, maintain and report project statistics.
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- analyze operational efficiency and to make recommendations for modifications as needed.
- communicate effectively, both orally and in writing.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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