CLASS TITLE: **PLANNER**

DEFINITION: Under general supervision, performs work of moderate difficulty in assisting in planning, estimating, scheduling and inspecting jobs within the Maintenance and Operations Department; performs related work as required.

EXAMPLE OF DUTIES:

- Assists in planning, scheduling, estimating and inspecting jobs for the Maintenance and Operations Department
- Inspects job sites for information
- Works with maintenance supervisors and Planning Supervisor to determine job requirements
- Reviews stated job priorities and completion estimates and validates with the Planning Supervisor
- Assists in determining availability of workforce availability, materials supplies and special equipment
- Assists in estimating hours and materials needed to complete job

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to four years in the building trades.

Knowledge of:

- The tools, materials and practices employed in the repair and maintenance of buildings and their mechanical and electrical systems and related equipment

Skills in:

- Planning, scheduling, estimating and inspecting jobs in the building trades
- Establishing and maintaining effective working relationships with others
- The operation of a computer and related software

Ability to:

- Operate a computer and related software
- To perform the duties of the position with or without accommodation

Licenses and Certificates:

- A valid California driver's license