

## Position Description

<b>Position Title:</b>	Planner / Scheduler
<b>Directorate:</b>	Infrastructure & Property
<b>Service Unit:</b>	Depot Operations
<b>Salary Point:</b>	12
<b>Position Reports To:</b>	Workshop Manager
<b>Staff Management:</b>	Nil Direct Reports
<b>Budget Responsibility:</b>	Nil
<b>Date PD Reviewed:</b>	January 2020

### Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, plant and fleet assets.
- Manage the delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

### Workplace Health & Safety

<b>WHS RAA Level</b>	6
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

## Position Responsibilities

The Planner / Scheduler is responsible for the development, implementation, coordination and maintenance of a comprehensive maintenance and servicing plan for City of Newcastle's (CN) vehicle fleet and equipment. The overall planning function incorporates specific activities including preventive maintenance, scheduled servicing, cleaning, overhaul and major repair, new vehicle fleet commissioning, rebuilds, special modifications, warranty servicing and repair, recalls and special projects.

The incumbent is responsible for the development and implementation of a plan to achieve maintenance and repair objectives for the fleet that utilises resources and facilities in an effective and efficient manner. Extensive use of planning and scheduling tools such as maintenance management systems, historical records, office automation software, etc. is required.

The role is required to coordinate the integration between maintenance requirements, materials management and labour scheduling to facilitate the development and implementation of maintenance plans.

Positions in this class monitor the progress of maintenance / service / repair programs, establish and adjust work priorities, and adjust plans in response to resource availability, unusual situations, etc.

### Key Responsibilities:

- Create integrated work plans to achieve maintenance and service objectives, incorporating elements including routine servicing, preventative maintenance, major and minor repairs and overhauls, fleet commissioning, special projects and related factors.
- Prepare and distribute detailed work plans to sections involved in delivery of services and act as a contact, facilitator and problem solver concerning the execution of the plan.
- Manage maintenance planning systems incorporating historical records and other available data to forecast labour, materials and supplies and other resource requirements.
- Identify resource constraints and develop plan priority and schedule adjustments on the basis of the analysis.
- Consult with workshop team members to coordinate plans, identify needs and plan priorities and adjustments.
- Respond to unforeseen circumstances, initiate changes to plans and schedules and determine when additional resources are required to accomplish objectives.
- Prepare current and historical data analysis, forecasts and other information to support the budget preparation process.
- Liaise with and support the stores to ensure timely delivery of spare parts.
- Regularly report on key data, provide commentary and monitoring variances to plans and schedules.
- Maintain a high level of communication with all relevant internal and external customers to develop and maintain effective working relationships.
- Create work orders and close work orders along with maintaining the maintenance management system.
- Perform hands on work on the shop floor in times of low labour resources availability.

## Position Selection Criteria

### Essential

1. Certificate 3 in a Mechanical Trade or recent, extensive relevant experience.
2. Considerable knowledge of all aspects of workshop maintenance planning and scheduling.
3. Good communication skills with experience liaising with varying levels of staff and customers to achieve effective planning and program delivery.
4. Demonstrated ability to work independently and prioritise demands.
5. Experience using maintenance scheduling / planning, office automation and data analysis tools.
6. Intermediate computer skills including experience using Microsoft Office Suite.
7. Class C Drivers Licence.

### Desirable

1. Heavy vehicle diverse fleet planning and scheduling experience.