**Utilities Maintenance Scheduler Standard Job Description**

**Classification Title:** Utilities Maintenance Scheduler

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:** $26.85

**Job Description Summary:**

The Utilities Maintenance Scheduler, under general supervision, assists with scheduling and develops work scopes and preventive maintenance plans for utility services. Ensures required inventory is available and maintains equipment files.

**Essential Duties and Tasks:**

**30% Maintenance Schedule Development and Management**

* Assists with the development, maintenance, and management of the maintenance schedule.
* Facilitates maintenance coordination meetings with crafts and operations staff to ensure appropriate execution of work plans.
* Organizes and maintains equipment maintenance files for all equipment.

**20% Inventory and Work Scope Management**

* Ensures that the spare parts inventory for equipment is balanced between maximizing reliability and minimizing necessary work capital.
* Assists in developing and maintaining work scopes for equipment outages and other major work required for maintaining equipment.

**10% Preventative Maintenance**

* Assists in ensuring that preventative maintenance plans are executed, documented properly, and archived in the appropriate equipment files.

**10% Special Projects and Coordination**

* Assists department staff with special projects.
* Coordinates out-of-service activities, including communication with external and internal customers.

**10% Safety and Compliance**

* Contributes to a safe work environment by reporting accidents and unsafe working conditions.
* Follows safety procedures outlined in Material Safety Data Sheets and participates in safety training.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High School Diploma or equivalent combination of education and experience.
* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of Power Plant or Industry Maintenance.
* Excellent verbal and written communication skills.

**Machines and Equipment:**

* Computer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**