

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES Serves as Planner/Scheduler for the Pavement and Grounds Section (Section) of the Structures and Grounds Division (Division) of the Engineering and Maintenance Department at Washington Dulles International Airport (IAD), Metropolitan Washington Airports Authority (Airports Authority). Reviews and screens all requests for grounds maintenance work: analyzes and researches job requirements, develops detailed plans, assembles planned job packages, administers the procurement process, and coordinates and schedules work orders. Serves as Section custodian for the Computerized Maintenance Management System (CMMS); inputs items/work orders, maintains essential records and reference libraries; interprets cost information; and develops management reports. Recommends improvements to CMMS and assists Supervisor with job budgetary projections, job tracking, and analysis. Performs related duties.

Reviews and screens Section work requests for completeness, accuracy and necessity. Ensures description of work is clear, codes are valid and correct, priority and requested completion dates are realistic and provide practical lead-time, authorization is proper, and the requested work is needed. Develops preliminary estimate, as required, to obtain approval to proceed. Obtains appropriate permit (Construction or Work) from the Office of Engineering Code Department or the Construction Department, as required, for alteration and/or modification requests.

Reviews the job to be performed and determines the best way to accomplish the work; consults with the requestor and Supervisor, as appropriate, in determining the scope of the work. Determines the required level of planning necessary for the job and may visit the job site and analyze the job to be performed in the field. Clarifies the request and refines the description to include the precise location, job content, scope, and priority. Visualizing job execution and outlining the requirements, determines steps necessary to execute the job, prepares sketches or takes photographs to clarify intent of the work or to serve as reference, takes necessary measurements (exact), determines coordination requirements, and checks/determines safety requirements/hazards including safety specifications for use/application of pesticides. May coordinate review with Supervisor.

Performs research regarding job, e.g., frequency of recurrence of the problem, requirement for more permanent solution, repair/replace decision, make/buy decision, alternative approach(s)/best solution, possible need for engineering assistance, and identification of necessary tag outs.

Details and phases job requirements: selects and describes the best way to perform the job, determines and sequences the job by specific and logical tasks or steps, identifies task dependencies and considers application of project evaluation and review technique (PERT) or critical path method (CPM) network analysis to facilitate the planning of complex jobs, determines required skill sets for each task (craft and skill level), and prepares cross work orders to other divisions/shops as required.

Determines resource requirements: establishes the required crew size and work hours for each task of the job sequence; estimates or applies available benchmarks; determines if extra travel or

job prep is needed; lists determinable materials, parts, and special tools required; prepares the Bill of Materials (BOM); determines what items are in stock and reserves them; sources those items which must be direct ordered; and prepares requisitions for items in authorized inventory, purchase requests for direct purchases of materials or equipment rental, and work orders for in-house fabrication.

Determines equipment and external resource needs and disposal issues (expense, time, special handling). Completes total cost estimate in terms of labor, material, and external charges. Coordinates and expedites necessary authorizations based on final cost estimate. Works to ensure jobs do not overrun authorized budget.

Assembles the planned job package including: detailed work order, job plan detail by task with step-by-step procedures and site set-down plan (if a significant tear-down), labor deployment plan by craft and skill, man-hour estimates, BOM, acquisition plan, required permits, clearances and tag outs to the point feasible and safe (final steps must be taken by the responsible mechanic and equipment operator), prints, sketches, photos, special procedures, specifications, sizes, tolerances and other references which the assigned crew is likely to need. Coordinates approval of assembled package with Supervisor and the requestor.

Monitors and expedites materials/parts delivery of items that required sourcing; coordinates receipt of all maintenance materials whether for direct purchases or stock replenishments, based on the Weekly Master Schedule, within Oracle and/or the procurement process. Coordinates kits and staging, secures those scheduled job items available from Warehouse and documents all requisitions via the computer maintenance management system (CMMS). Periodically reviews warehouse stock to ensure required stock items are available or still required based on the Weekly Master Schedule. In cooperation with Department of Procurement and Contracts, removes items that are no longer required and requests new items that are necessary. Orders all materials and tools required through the appropriate request process to ensure optimum productivity; may purchase items on P-Card. Releases work orders for scheduling only when all required resources (other than manpower) are on hand. Ensures Supervisor receives and understands the planning package for each scheduled job.

Remains abreast of customer workloads, short- and long-term plans, and priorities; helps customer think far enough in advance to facilitate effective planning; provides continuity to customer maintenance knowledge, records, and information.

Coordinates scheduling process: maintains computerized backlog file of work orders awaiting scheduling ensuring those unplanned, requiring engineering, awaiting materials, awaiting equipment access, etc., are tracked accordingly. Issues current and well organized relevant backlog reports to management in preparation for weekly schedule coordination. Determines resource availability, moderates Weekly Planning Meetings, ensures that all preventive/predictive routines are scheduled at their predetermined frequencies, prepares work programs to keep resources balanced with workload and to define the man-hours of work to be loaded onto each crew's schedule ensuring requested completion dates (real or implied by assigned priority) are met, and ensures that even low priority jobs reach the schedule in a reasonable period of time. Issues Weekly Schedule. Coordinates daily schedule to address new high priority work

orders with those already in the weekly plan; strives to optimize schedule compliance, despite essential schedule "breakers." Follows up to ensure that all agreed-upon supportive actions of others are performed on schedule.

Serves as Section custodian for the maintenance of the Section CMMS and expert for CMMS use. Provides assistance and coaching to Section members in use of CMMS. Maintains essential records and files including maintenance, timekeeping, payroll and cost distribution in CMMS. Creates management reports, maintains records and files, and maintains on-going records for backlogged work orders, missed frequencies, cancellations, partially completed work, etc., in CMMS. Investigates reasons for such conditions and work stoppage due to material problems and takes or recommends corrective action. May conduct cost benefit analysis of contracting out maintenance services. Recommends systems improvements and assists supervisor with budgetary preparation, tracking and analysis. Tracks and interprets historical equipment cost information. Loads facility information into the CMMS including activity, item, location, and schedule for all grounds maintenance requirements.

Contacts equipment representatives for information in relation to development of specifications for equipment and/or services required. Writes and edits specification proposals for various equipment, equipment testing, and tools purchased by the Airports Authority for the Section. Assists during final walk-through, commissioning, and start-up of new equipment and/or facilities. Participates in budgetary preparation, tracking, and analysis. Assists the Supervisor in periodic analysis of cost trends with recommendations for continual improvement.

Keeps abreast of the heavy equipment operations trade. Evaluates the merits of new equipment, tools, and supplies (e.g., asphalt/concrete for runway repair, pesticides/herbicides for airport purposes). Keeps abreast of pesticides and their application including the introduction of new, environmentally friendly items.

Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), vendors/suppliers/tenants, airport users, and the general public.

Uses a computer and (a) modern office suite software (such as MS Office) to plan, schedule, communicate, word process, prepare and develop reports, and perform research (Internet use, as in searching for products); (b) enterprise systems/software for inventory management, to record items issued and stored, record backlogged items, maintain vendor information, for requisitioning, budgeting (including entering budget codes and ensuring work stays within budget) and resolution of P-Card purchases, and other functions; and (c) special systems/software used in the Section and Division such as the CMMS to record progress and document quality of finished work and PICS software to track historical information.

--Operates a motor vehicle airside and landside, on and off the Airport complex, to attend meetings, visit jobs sites and suppliers, and perform related functions. Occasionally drives heavy equipment requiring Class A Commercial Driver's License (CDL) with tanker

endorsement to move or dispense pesticides/herbicides or a forklift to move large items in storage.

--*Performs other duties as assigned.*

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.
2. Four years of progressively responsible experience (post high school) in (a) the heavy equipment operations trade, which includes experience with, knowledge of, and skill in the requirements, and standards of the heavy equipment operations trade, including: (i) planning and construction of roads and parking lots, (ii) maintenance and repair of pavements and roadways; (iii) use of a wide variety of heavy equipment (at the full performance level or higher) to construct, repair, maintain, and improve roadways, parking lots, grounds, etc.; and in (b) use of pesticides and herbicides to control grass/weeds, insects, and birds.
3. Experience or training demonstrating the ability to plan and schedule trade work such as the ability to analyze work orders and work requests to identify tasks, hours, skill sets, equipment, tools, parts, technical information and materials required; consider priorities of work; plan the sequence of work; estimate costs; prepare schedules; document assignment, approval, completion and reporting of work; and identify ways and means of improving productivity through planning/scheduling and related processes.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. Commercial Applicators Pesticide Certification from the Office of Pesticide Services, Virginia Department of Agriculture and Consumer Services (VDACS), Commonwealth of Virginia.
2. Possession of a Class A Commercial Driver's License (CDL) and a forklift operator's certification.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of, and skill in, planning and scheduling skilled trade work. This includes skill in analyzing work orders and work requests to identify tasks, hours, skill sets, equipment, tools, parts, technical information and materials required; considering priorities of work; planning the sequence of work; estimating costs; preparing schedules; documenting assignments, approval, completion, and reporting of work; and identifying ways and means of improving productivity through planning/scheduling and related processes.
2. Knowledge of heavy equipment operations including excavating, grading, paving, hoisting and installing, mowing, and mechanical/hydraulic spraying and the use of associated equipment such as backhoes, compactors, dozers, excavators and mini excavators, loaders, scrapers, skid steers, trenchers, pavers, chippers, rollers, mowers, skidders, booms, forklifts, work platforms, trailer and haulers, etc.; knowledge of airfield layout, operations, and procedures; knowledge of OSHA regulations and herbicides/pesticides requirements; pavement materials asphalt and concrete installation, repair, and finishing; and knowledge of the safety rules and regulations associated with heavy equipment operation altogether to analyze, plan, generate and schedule work requirements for the Section.
3. Knowledge of materials, parts, procurement processes, suppliers, safety requirements and work flow, related to heavy construction equipment capabilities and operation, pavement systems, and grounds maintenance, to locate procurement sources for non-routine items, describe their characteristics, evaluate new equipment, recommend substitute materials, and develop work instructions.
4. Knowledge of Federal and state regulations regarding (a) the licensing, purchasing, storing, mixing, calibrating, applying, and disposing of commercial pesticides/herbicides; (b) proper formulations that safely and effectively eradicate pests; (c) environmental hazards; (d) personal protection from harmful effects; (e) emergency response; and (f) limitations on commercial pesticide uses, altogether to plan and schedule weed and pest management operations at IAD.
5. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing problems, identifying information, analyzing maintenance and repair operations to plan, schedule and report routine and non-routine work, as well as skill in analyzing work to identify options for improving productivity and controlling costs, to perform budget support duties, and to perform related functions.
6. Knowledge and skill to read and interpret engineering blueprints, schematics and as-built drawings. Ability to develop new drawings or modify existing schematics.

7. Skill in using a computer and (a) modern office suite software (such as MS Office) to plan, schedule, communicate, word process, prepare and develop reports, and perform research (Internet use, as in searching for product information and keeping up with technology); (b) ERP (enterprise) systems/software for procurement-logistics tasks, budgeting, time and attendance, and other functions; and (c) special systems/software used in the Section and Division such as CMMS to track work and the PICS software to track historical information.
8. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and to express such information in writing so that others will understand. Examples include reviewing and preparing a variety of work order and workflow documents (including, but not limited to, O&M manuals, blueprints, as-builts, schematics, contract specifications, etc.) and to compose work instructions, bills of material relating to work orders and contract tasks, reports on backlog, work status, and descriptions of worker and contractor performance.
9. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.
10. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand. This includes the ability to encourage oral communication by others such as vendors, tenants, contractors, engineers, and heavy equipment operators, to exchange information on work processes, equipment, materials and other considerations essential to effective planning and scheduling.

RESPONSIBILITY Is responsible, as Planner/Scheduler for the Section, for reviewing work requirements, especially as they relate to other divisions/shops and priorities, anticipating material and equipment for special projects, estimating costs of projects, assisting in the documentation of preventive maintenance procedures and facilities data, and related work that facilitates the efficiency and adequacy of the Section's operations.

Reports to the Heavy Equipment Operator Supervisor (Supervisor). The Supervisor assigns work in line with functional responsibilities, goals and resources, and provides other parameters for ongoing work, adjusting priorities as needed. The Supervisor provides general instructions concerning specific work assignments, new or revised procedures, and technical advice and guidance on special cases. Within this framework, the incumbent works independently on a day-to-day basis and advises the Supervisor on the status of work in progress and any significant problems. Work is evaluated by the soundness of decisions, recommendations for increased efficiency and other operational improvements, and effectiveness in coordinating with customers, other trades planners, engineers, work order clerks and other division/shop supervisors as well as quantity, quality, timeliness, customer service, teamwork, adherence to guidelines, and other factors, including specific performance management requirements.

EFFORT The work is primarily sedentary. Frequently sits when doing planning/scheduling. Stands or stays in one position and walks or otherwise moves about when meeting with Section personnel and visiting job locations. Uses computer for various applications. Reviews technical

manuals, schematics and other documents containing small print. Regularly operates vehicles around moving aircraft; operates vehicles using judgment in consideration of weather, traffic and other factors. Communicates by radio.

WORKING CONDITIONS Works primarily in well lighted, ventilated and temperature controlled office setting. However, regularly performs work outside and at job sites. At job sites, or traveling to and from them, is exposed to inclement weather, dust, dirt, grease, hot asphalt, unpleasant odors, fumes and potentially hazardous materials, noise from aircraft and diesel engines, and possible flying rock particles or tree branches associated with equipment, maintenance and construction work. Takes care, follows general and/or special safety precautions to protect self and others and uses personal protective gear, as appropriate.

OTHER SIGNIFICANT JOB ASPECTS Subject to holdover and recall on a 24-hour basis for essential services such as response to natural disasters and snow removal.