

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 in the Pipefitting Section (Section) of the Utilities Division, Engineering and Maintenance Department (Department) at Washington Dulles International Airport (IAD), Metropolitan Washington Airports Authority (Airports Authority). Reviews and screens all requests for maintenance work, analyzes and researches job requirements, develops detailed plans, assembles planned job packages, administers the procurement process, and coordinates and schedules Work Orders. Also, serves as Section custodian for Computerized Maintenance Management System (CMMS) input, maintains essential records and reference libraries, interprets cost information and develops meaningful, accurate management reports. Recommends systems improvements and assists Supervisor with budgetary preparation, tracking and analysis. Performs related functions.

Reviews and screens work requests for completeness, accuracy and necessity. Ensures description of work is clear, codes are valid and correct, priority and requested completions are realistic and provide practical lead-time, authorization is proper, and the requested work is needed. Develops preliminary estimate if required to obtain approval. Obtains engineering approval (permit) for all alteration and modification requests.

Examines the job to be performed and determines the best way to accomplish the work, consulting with the requestor and shop Supervisor as appropriate. Determines the required level of planning. Visits the job site and analyzes the job 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 (exactly), determines coordination requirements and checks for safety hazards.

Performs research to determine frequency recurrence of the problem, alternative approaches, best solution to the problem, requirement for more permanent solution, repair/replace decision, make/buy decision, and the need for engineering assistance. Determines safety requirements and identifies 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 PERT or 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 groups 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, determines what items are in stock and reserves them, sources those items which must be direct ordered. 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.

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, work hour estimates, bill of material, 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 have need of. Coordinates approval of assembled package with Shop Supervisor and the Requestor.

Within the Procurement Process: sources all materials requiring direct purchase, monitors and expedites materials/parts delivery, coordinates receiving of all maintenance materials whether for direct purchases or stock replenishments, based on the Monthly Master Schedule, coordinates kits and staging, secures those scheduled job items available from Warehouse and documents all requisitions via the CMMS. Periodically reviews warehouse stock to ensure required stock items are in fact still required. In cooperation with Purchasing, 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. Releases Work Orders for scheduling only when all required resources (other than crew) are on-hand.

Orders required materials, supplies, equipment and tools through the appropriate request process (such as requisitioning materials or using a Purchase Card (P-Card) for direct purchases) to ensure appropriate items and quantities are available when needed. Schedules, coordinates, monitors, and, as necessary, expedites delivery of materials and supplies to prevent or minimize work delays. Schedules work after all required resources are on-hand. Verifies details and quantities delivered match the order and resolves discrepancies; reconciles the P-card monthly.

May oversee and monitor blanket purchase orders (BPOs), contracts, invoices, and purchase requests. Serves as Section custodian for the maintenance of the CMMS and Section expert for CMMS use. Provides assistance and coaching to Section members in use of CMMS. Ensures proper maintenance timekeeping, payroll input, and cost distribution in CMMS. Creates management reports, maintains records and files, and maintains on-going shop records for backlogged work orders, missed frequencies, cancellations, partially completed work, etc., in CMMS.

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 and maintenance supervision in preparation for weekly schedule coordination. 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. 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 assuring requested completion dates (real or implied by assigned priority) are met: ensuring that even low priority jobs reach the schedule in a reasonable period of time, coordinates daily schedule to address new high priority Work Orders with those already in the weekly plan. Issues Weekly Schedule. Strives to optimize schedule compliance, despite essential schedule "breakers." Ensures that the Supervisor receives and understands the planning package for each scheduled job. Follows-up to assure that all agreed-upon supportive actions of others are performed on schedule.

Serves as shop custodian for maintenance of CMMS data and shop expert for CMMS use. Ensures proper maintenance timekeeping, payroll input, and cost distribution. Maintains essential records and files from which he/she prepares and distributes accurate and meaningful management reports. Maintains on-going shop records for backlogged Work Orders, missed frequencies, cancellations, partially completed, etc. Investigates reasons for such conditions and work stoppage due to material problems and takes or recommends corrective action. Conducts cost benefit analysis of contracting out maintenance services where necessary. Tracks and interprets historical equipment cost information. Loads facility information into the CMMS including activity, item, location, and schedule for all plumbing/pipefitting maintenance requirements. Provides assistance and coaching to shop members for deployment of the CMMS within the shop.

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. Assists during final walk-through, commissioning, and start-up of new equipment and facilities. Participates in budgetary preparation, tracking, and analysis. Assists the Section Supervisor in periodic analysis of cost trends with recommendations for continual improvement.

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), and vendors/suppliers/tenants.

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

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.

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. Six years (post high school) of progressively responsible planning/scheduling skilled trade work experience that includes substantive work in most of the DUTIES in this job description including (a) analyzing work orders and work requests to identify tasks, hours, skill sets, equipment, tools, parts, technical information and materials required; (b) documenting assignment, approval, completion and reporting of work; and (c) identifying ways and means of improving productivity through planning, determining priorities, 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.

None.

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 planning methods and techniques for skilled trade work including, but not limited to, analyzing work orders and work requests to identify tasks, hours, skill sets, equipment, tools, parts, technical information and materials required; determining work priorities and planning the sequence of work; estimating costs; documenting assignments, approval, completion, and reporting of work; and identifying ways and means of improving productivity through planning, determining priorities, and related processes.
2. Knowledge of utilities distribution systems, including fire protection, domestic water, natural gas, storm water, sanitary sewer, and runway deicer systems, and the related materials, tools,

parts, and equipment sufficient to analyze and plan work requests, procure necessary items, evaluate new equipment, and develop work instructions.

3. Knowledge of principles of troubleshooting and quality control to identify and describe problems and trends, evaluate their causes, implement corrective actions and develop preventive actions.
4. Knowledge of, and ability to apply, Federal, state, and Airports Authority safety rules and procedures, and knowledge of applicable Code Regulations and Standards involving plumbing, domestic water, natural gas, sewage, storm drainage, and fire protection systems.
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 interpreting blueprints and schematics for planning utility maintenance work; reviewing work requests for completeness and accuracy; and determining the logical sequence of steps to complete a job.
6. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulate data (databases and spreadsheets), prepare and develop reports, and conduct research (Internet use, as in searching for products); (b) enterprise systems/software for inventory management, record items issued and stored, record backlogged items, maintain vendor information, requisitioning, budgeting (including entering budget codes and ensuring work stays within budget) and resolution of P-Card purchases, and other functions; and (c) specialty systems/software used in the Section such as the CMMS to record progress and document quality of finished work.
7. 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; reading and interpreting manufacturers' manuals and specifications; and composing work instructions.
8. 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 exchanging information with the requestor, Supervisor, and/or crews regarding work orders; answering questions regarding CMMS; and ordering parts or requesting materials from vendors, suppliers, and other Department employees.
9. Interpersonal skills to interact effectively with business contacts in a business like, customer service-oriented manner.

RESPONSIBILITY Is responsible for reviewing and screening work requests for Airport plumber/pipefitter maintenance work, developing detailed work plans, procuring associated

materials, and maintaining work orders and inventory in CMMS. Work ensures the efficiency and adequacy of the Section's response to utility maintenance work requests.

Reports to the Pipefitter Section Supervisor (Supervisor), who assigns 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 significant problems. Work is expected to meet established requirements of quality, quantity, timeliness, customer service and other relevant factors, including attainment of specific performance goals and objectives.

EFFORT The work is primarily sedentary and incumbent frequently sits when doing paperwork. Stands or stays in one position and walks or otherwise moves about when meeting with Section personnel and visiting shops. Uses computer equipment for various applications. Reviews technical manuals, schematics and other documents containing small print. Operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in well lighted, ventilated and temperature controlled office setting; however regularly moves about to performs work and meet with other members of the team. May be exposed to inclement weather, possible hazards from poisonous gases and sewage; burns from hot water and chemicals; and excessive noises, dust, fumes and other conditions associated with equipment, maintenance and construction work. Takes care, follows general and/or special safety precautions and uses personal protective equipment as appropriate.

OTHER SIGNIFICANT JOB ASPECTS Subject to holdover and recall on a 24-hour basis for essential services such as restoration of water, gas and sewer lines and snow removal.