

## World class water services for a better life

Position Title	Work Planner & Scheduler		
Position Number(s)	006007/006229/006174/006175/ 006819/006820	Manager Title	Manager Work Planning & Scheduling
Business Group	Asset, Operations & Delivery	MoR Title	Senior Manager Maintenance
Business Unit	Maintenance	Direct Report's Title(s)	Not Applicable

## What is the unique purpose of the role?

What is the reason for the role's existence and the key contribution to SA Water's success?

Support the maintenance group with identifying, planning, scheduling, dispatching and monitoring maintenance performance for internal/external maintenance and capital works for efficient and optimal work execution.

## What does the role do?

The key accountabilities unique to this role are (3-6 required):

Key Accountabilities	Accountability Details (2-8 per accountability)
Develop detailed short to long term plans for maintenance and capital works	<ul style="list-style-type: none"> <li>• Deliver planning and scheduling services for maintenance and capital works by identifying labour, tools, materials and external services required for the development of weekly, monthly and long-term schedules.</li> <li>• Manage maintenance and capital works' scoping, packaging, planning, scheduling, dispatching and rescheduling by ensuring the development of quality, timely and detailed forecast plans.</li> <li>• Review available capacities for upcoming schedule periods with team leaders and update resource capacities.</li> <li>• Ensure labour, equipment and other resources are efficiently utilised to meet work schedule needs.</li> <li>• Lead weekly scheduling meetings (pre-scheduling, work prioritisation and work scheduling) with key stakeholders to discuss, develop and approve work schedule.</li> <li>• Manage and monitor procurement of services and materials for availability in relevant schedule period. Provide the maintenance group with up to 12 months forecast workload and resource capacity.</li> <li>• Ensure there is no outstanding backlog of works.</li> </ul>

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Key Accountabilities	Accountability Details (2-8 per accountability)
Work planning optimisation	<ul style="list-style-type: none"> <li>Identify and implement local work optimisation opportunities and resource levelling to support efficient work delivery.</li> <li>Liaise with the maintenance data controller regarding improvements to and issues with existing maintenance plans, task lists and associated data.</li> <li>Manage the activation and grouping of new maintenance plans to optimise resource levelling and efficiency.</li> <li>Ensure all maintenance and capital works and tasks are planned and scheduled in the work management system line with KPIs/SLAs.</li> <li>Work with the operational control centre and outage team to plan and schedule maintenance and capital works to optimise operational performance and asset availability.</li> </ul>
Stakeholder, team and cross-functional engagement	<ul style="list-style-type: none"> <li>Work collaboratively with fellow team members, undertaking planning activities for other workgroups and external contractors when required.</li> <li>Develop and maintain positive relationships with all workshops' personnel.</li> <li>Work collaboratively with other functional planners and field personnel.</li> </ul>
Work management system	<ul style="list-style-type: none"> <li>Develop/review standard job plans in work management system to ensure a consistent approach for repetitive jobs.</li> <li>Ensure all known work tasks are recorded in the work management system, work order progress is tracked and work orders status in the system is accurate and up-to-date.</li> <li>Identify improvements in the work management system.</li> <li>Adhere to the work management, work planning and scheduling framework and processes.</li> <li>Change and update asset data and information after maintenance refurbishment and replacement.</li> <li>Coordinate to ensure internal and external maintenance reports and other documentations are attached to work order as history.</li> <li>Ensure work orders are accurately created, planned and scheduled in the work management system to capture cost and history for further TOTEX decision making.</li> </ul>

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## Knowledge, skills and experience the role requires

Criteria which will be used for recruitment and selection for this role (maximum of 8):

Foundation Knowledge, Skills, Experience and Qualifications	Essential or Desirable
Trade Qualification or Degree/diploma in Mechanical or Electrical Engineering and/or relevant operational experience	Essential
Demonstrated high level communication skills	Essential
Demonstrated high level organisational skills	Essential
Demonstrated high level computer literacy	Essential
Demonstrated experience and understanding of works management systems, planning processes and work prioritisation	Essential
Capacity to accurately record, manage and analyse data electronically	Desirable

## Who you work with

Key Stakeholder Relationships critical to the success of this role (maximum of 6):

- Internal stakeholders including Workshops, Reliability & Condition Monitoring, Asset Management, Capital Delivery, Procurement, Customer Field Services, Outage Management, Operational Control Centre, Production & Treatment.

## Special conditions

Does the role have any unique requirements?

- Flexible hours and some after hours as required, some intra and interstate travel (mandatory)
- You will be required to hold a current driver's licence at all times

**Your PD outlines what the requirements of your role are. The behaviours you demonstrate are equally as important and form part of your PD.**

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