

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (HAMILTON WATER DIVISION – PLANT OPERATIONS – LOCATION – 700 WOODWARD AVE.)

SUPERVISOR, COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent, Plant Maintenance, the Supervisor, CMMS will be working within the water and wastewater areas focusing on the following Division objectives:

- Develops optimization and standardization of maintenance practices to achieve and sustain an optimized maintenance work environment.
- Develops standardization and configuration of the Computerized Maintenance Management System (CMMS – currently INFOR EAM System).

GENERAL DUTIES

The Supervisor, CMMS will focus on the following specific responsibilities in order to achieve Department objectives:

Practice advanced planning and scheduling through active Work Request and Work Order backlog management: screen work orders, access jobs, plan tasks with labour, materials, tools and safety requirements, procure parts and services, schedule the work order, track work order progress, completion and close out information.

Prepare, read and interpret technical drawings as needed to support work order planning.

Coordinate and manage the PM (Preventative Maintenance) program – work with operations and maintenance staff to set up the PM program for existing and new assets and lead the ongoing PM optimization process.

Coordinate and manage the PdM (Predictive Maintenance) program – work with operations and maintenance staff to set up the predictive maintenance program for existing and new assets.

Prepare scorecards for weekly planning meeting focusing on work request, work order backlogs, PM compliance, schedule compliance and mix of proactive and reactive work.

Identify suitable candidates for reliability engineering and coordinate and manage the Reliability Centered Maintenance process for any candidates identified.

Actively use the CMMS to research asset cost and work order history to identify and initiate continuous improvement opportunities.

Work with Maintenance to identify Capital Improvement projects and prepare supporting business cases.

Assist with the preparation of budget and tracking of expenditures.

Conduct field inspections, assessments and evaluate conditions of facilities and assets. Assist Engineers and other management staff to carry out technical work for the planning, design, tendering, construction, inspection and maintenance of infrastructure assets.

Administer, prepare, coordinate requirements and review designs, reports, specifications and any documentation related to maintenance and construction projects for the Engineers, Supervisor or Managers.

REFERENCE NO. 9928996

Prepare tenders and administer contracts for the installation, construction and rehabilitation of infrastructure to ensure contracts are carried out in accordance with City standards, specifications and procedures.

Develop, maintain and monitor programs and systems, perform and/or monitor tests and submit results for analysis.

Perform and/or review research and calculations and analyze technical data.

Perform CMMS application configuration set-up work (assets, all user definable software views and lists) and all maintenance, procurement and inventory functionality. Prepare Quality Assurance data integrity checks and produce reports based on findings.

Based on User Groups and/or Managers/Supervisors direction configure, set-up and maintain CMMS applications to standardized maintenance practices across CMMS applications.

Prepare training course materials and conduct training courses and demonstrations for users of CMMS concepts.

Using report writing software to create standard and customized reports from CMMS databases.

Liaise with other City groups to help develop and continually improve maintenance and asset management practices.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Post-secondary education preferred. Preference will be given to applicants who have a MMP (Maintenance Management Professional) , or other relevant designation
2. Proven knowledge of computerized maintenance management planning usually acquired by obtaining a College diploma in a Mechanical, Electrical, Electro-mechanical or Industrial Engineering Technologist Program or a combination of related education and relevant work experience.
3. Member of, or eligible as a technologist for membership in, the Ontario Association of Engineering Technicians and Technologists (OACETT) as a C.E.T. preferred.
4. Fundamental knowledge and understanding of Mechanical or Industrial Engineering principles and practices related to maintenance philosophies, concepts and options including all areas within maintenance planning, scheduling, coordination and optimization for example, PM (Preventative Maintenance) and CMMS (Computerized Maintenance Management Systems) concepts, maintenance practices, RCM (Reliability Centered Maintenance), PdM (Predictive Maintenance), TPM (Total Productive Maintenance).
5. Possess progressive supervisory experience, and can demonstrate a continuous improvement and performance management history.
6. Working towards Maintenance Management Professional designation is essential.
7. Considerable experience in the maintenance functions in a Water and Wastewater operations is preferred..
8. Experience in Mechanical or Industrial Engineering with practical experience in complex facility maintenance including maintenance planning, scheduling and coordination.
9. Knowledge of inventory control, procurement and other purchasing procedures, such as, tendering and administration of requests, etc.
10. Knowledge of the Occupational Health and Safety Act and its regulations.

REFERENCE NO. 9928996

11. Demonstrated experience in the collection, evaluation, analysis of field data related to maintenance management, facility processes and infrastructure.
12. Knowledge of manual and computerized mathematical calculations used in engineering analysis, including equipment risk analysis.
13. Demonstrated analytical ability to determine root cause failures and determine most optimized approach for recommending maintenance tactics.
14. Demonstrated ability to read and interpret technical drawings and plans.
15. Demonstrated ability to provide work direction to other staff and work independently.
16. Demonstrated ability to answer questions from the public and converse verbally and in writing with engineering staff and others on technical issues.
17. Experience in using relational databases and CMMS set up of user definable software configuration for end user use in the areas of maintenance, procurement and inventory control.
18. Demonstrated experience working with office productivity tools (i.e. MS Office, MS Excel, and MS Project).
19. Working experience using various computer applications, including, the operation of CMMS and Report writing software and ability to train and/or assist others on same.
20. Working experience in engineering office procedures (e.g. filing, photocopying, drafting specifications, documentation using digital cameras, and/or audio-video equipment, etc.).
21. Must be able to travel to various work locations in a timely and efficient manner. Required to possess a Class "G" or better Driver's License valid in the province of Ontario and be able to maintain same.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.