

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (WATER/WASTEWATER – LOCATION – 700 WOODWARD AVE)

PLANT MAINTENANCE ELECTRICAL AND INSTRUMENTATION PLANNER -CUPE 5167

SUMMARY OF DUTIES

Reporting to the Superintendent of Plant Maintenance, the Electrical and Instrumentation Planner is accountable for the planning and scheduling activities for work being done by the electrical and instrumentation teams. The Planner will also support and backup the Mechanical Planner as necessary. The Planner may be used to support the maintenance teams in other ways during emergency or abnormal situations.

Make field inspections and determine the scope of work, and identify what trades, tools or equipment may be required to complete the work.

Plan work using information gathered from the field, work order and trade experience. Plans will include what trades are required, a job time estimate, and any work history, job plans, permit requirements, equipment or technical files that may be needed to complete the work in the most efficient manner possible.

Develop job plans based on experience, and relevant information provided back to the planner on completed work orders resulting in improved efficiency and continual improvement.

Determine trade hours available for each week and create weekly work packages to be provided to the trades supervisors for completion.

Responsible for ensuring that work is scheduled efficiently taking into consideration preventative and predictive maintenance when scheduling reactive work

Responsible for working with Plant Operations and the Maintenance Team in determining priority items and scheduling these appropriately

Utilizing the Computer Maintenance Management System (CMMS) and other software including Microsoft Office products to work efficiently and work with Plant Operations, Maintenance and the CMMS administrators to develop appropriate workflows

Stage materials, tools and equipment as required

Create an asset history based on feedback and work history that can be used in long term asset maintenance and planning

Maintain trade skills as well as industry and health and safety knowledge through continued education and research

Create and maintain Key Performance Indicators related to Maintenance Planning and Scheduling

Provide technical assistance as required for maintenance personnel.

Develop, prepare and deliver reports as required.

Interact and coordinate with other City groups to develop and continually improve maintenance and asset management practices

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Must have a valid Ontario Trade Certificate as a Construction and Maintenance Electrician (Trade 309A) or an Industrial Electrician (Trade 442A)
2. Fundamental understanding of mechanical principles
3. Demonstrated knowledge in at least one of these areas: Preventative Maintenances (PM), Predictive Maintenance (PDM) , Reliability Centered maintenance (RCM) and Total Productive Maintenance (TPM).
4. Demonstrated experience with electrical/instrumentation planning, scheduling and coordination
5. Practical computer experience within a Computerized Maintenance Management System (CMMS). Infor-EAM preferred
6. Must be able to demonstrate strong technical knowledge and organizational skills in a fast-paced dynamic maintenance environment.
7. Demonstrated experience with operating and maintaining and repairing 13.8 kV and 4.16 kV electrical equipment (breakers, switchgear, transformers)
8. Membership or eligibility for membership in OACETT as C.E.T. or C. Tech is preferred.
9. Membership or willingness to pursue membership/certification in PEMAC as a Maintenance Management Professional (MMP).
10. Proficient in the use of Microsoft Office Suite; particularly Excel
11. Solid knowledge of Maintenance Repair and Overhaul (RHO)
12. Demonstrated ability to read and interpret engineering drawings and O&M manuals.
13. Demonstrated ability to work in a team environment and lead key initiatives where required to do so.
14. Strong analytical and problem-solving skills required.
15. Excellent communication (verbal and written) and interpersonal skills required
16. Knowledge of the Occupational Health and Safety Act and its regulations.
17. Must be able to travel to various work locations in timely manner and efficient manner. Required to possess a Class "G" or better Driver's Licence 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.

NOTE:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
