



Renewal & Replacement Program Coordinator

Most people have just one expectation when turning on the tap—water. At Tampa Bay Water, it's our job to make sure they're never disappointed. Right now, and every day, we are delivering water to more than 2.4 million people in the Tampa Bay area through the governments we serve - Hillsborough County, Pasco County, Pinellas County, New Port Richey, St. Petersburg and Tampa. We're doing it responsibly. We're doing it safely. We're doing it for the long term.

Under general direction is responsible for scheduling highly skilled technical work that ensures the continued availability of all systems and infrastructure for this agency. This includes scheduling Maintenance and I&C crews in the upkeep of machinery and equipment in water treatment plants, pumping stations, pipelines, and well fields. This position has the primary role in the daily administration of the agency wide Renewal and Replacement program, which will ensure the continued tracking of infrastructure status, scheduling and budgeting of funds for renewal and replacement activities as well as the actual procurement and administration of renewal and replacement projects. Position participates in development of standard operating procedures, planning functions, and establishing quality assurance/control mechanisms. Position requires considerable knowledge of the theory, principles and practices of the operation and maintenance of pump stations, water treatment plants, pipelines, and well fields, which includes the inter-relationships between the well pumps, plant pumps, chemical treatment equipment, and emergency power generation equipment. This position also requires considerable written, oral, computer communication and analytical skills and the ability to evaluate contract performance as related to Tampa Bay Water service agreements, as-needed contractors and contracted services. Performance is monitored through periodic conferences, reports, and administrative review processes.

There are two primary functions of this position. The first function is to serve as the program manager for the agency wide Infrastructure Renewal and Replacement Program. The second function is to plan and schedule the activities of both the Facility Maintenance and Instrumentation Departments.

The **R&R Program Coordinator** duties will involve professional field and office work coordinating a major public utilities related project. The person selected for this position will work with a high degree of independence. Duties involve coordinating all aspects of the R&R program with agency staff, engineering firms, member governments, public agencies, and private contractors. Employees in this class are expected to develop program guidelines and procedures, as well as implement and maintain the R&R program with minimal supervision.

The **Planner/Scheduler** duties will involve working closely with I&C and Maintenance management, maintenance and I&C technicians, and various contractors on a daily basis in order to develop detailed work plans for corrective, project, and preventive maintenance activities. Further duties will include: creating a rolling multi-week maintenance schedule; maintaining backlog records

by department; maintaining future work load forecasts based on multiple inputs; conducting weekly maintenance scheduling meetings; participating in maintenance/production meetings; and communicating planned outage/weekly schedules. The Planner/Scheduler will also manage maintenance documentation and update information in the CMMS program and will be responsible for initial work request screening, work order follow-up, reviewing work order notes, updating plans for future execution, and initiating follow-up work orders as necessary.

ESSENTIAL JOB FUNCTIONS

Administers the R&R program from the initial engineering and data gathering effort through to the continuous process of renewing and replacing equipment as needed, along with continually tracking Infrastructure status agency wide.

- Analyzes and forecasts financial needs for department renewal and replacement activities; helps develop budget.
- Coordinates activities required for utilities infrastructure condition tracking; develops and establishes written project requirements.
- Acts as principal contact/liason between Infrastructure group staff or contractors and the requesting department for the planning & scheduling of facility maintenance and I&C work.
- Communicates with requestor to determine total scope of work and priority of the work to be performed. Keeps requestor apprised as to the status of the work order until completion.
- Coordinates, directs and ensures subcontractors are performing work in a manner consistent with quality required.
- Identifies resources required to execute the requested work. Verifies the availability of those resources prior to scheduling the work or arranges for appropriate alternatives.
- Estimates job requirements including number/type of O&M staff or contractors to be assigned and number of hours per task utilizing information from the CMMS/EMMS system.
- Submits written notifications to departments to coordinate any planned shutdowns, maintenance, or service activities that could have an impact on their business.
- Utilizes CMMS/EMMS to manage work orders history and track down job status and repair costs.
- Recommends, coordinates and manages through project completion and closeout, outside labor required to execute facility maintenance work.
- Generates and provides management reports on topics tracked such as overtime, work backlog, equipment repair history and cost, trouble calls, work orders, and customer satisfaction.
- Identifies opportunities to improve process, planning or performance through analysis of work order flow, project demands, and expectations.

- Manages a schedule for all maintenance and I&C work orders, planned system/facility outages, and special projects.
- Ensures all Tampa Bay Water employees are properly utilizing the CMMS/EMMS work order system. This includes the periodic review of reports, training new users, monitoring and responding to complaints and follow through to ensure proper use.
- Uses computer to work on multiple applications; including CMMS, Word, Excel, Outlook
- Acts as liaison with contractors and consultants on assigned projects or programs.
- Responds to utilities related emergency situations as directed.
- Performs related work as assigned or required.

ADDITIONAL JOB FUNCTIONS

Performs related work as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Engineering, Business Administration, Project Management, Public Administration or a related field and 3 years of technical and professional experience in the field of Water Utility Infrastructure. Coordinating major public, commercial, or service industry projects with significant impact to a government agency and/or the general public; or an equivalent combination of education, training, and/or experience.

Three to five year's progressive experience in scheduling/planning activities.

Knowledge of building trades, utility management, craft skills, and engineering or comparable industry experience desired.

Demonstrated working knowledge of regulatory code requirements for related fields (i.e. DEP, OSHA, EPA).

Must have excellent verbal and written communication skills.

Must have good organizational skills.

Must be able to read blueprints and utilize PC based systems. AutoCad experience is a plus.

Must be familiar with an automated maintenance management system (CMMS/EMMS).

Must possess a valid Florida State Driver's license or have the ability to get one within the next 3 months of employment.

Must be a team player committed to working in a quality environment.

Ideal candidates will possess a minimum of a technical associate's degree. A bachelor's degree in engineering or equivalent experience is preferred. Training in planning/scheduling, reliability based maintenance, project management, and budgeting is also desirable.

MINIMUM STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Abilities: Tasks involve the regular, and at times sustained, performance of moderately, physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (10-30 pounds). Must be able to drive for extended periods of time.

Sensory Abilities: Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate odors. Some tasks require visual perception and discrimination. Some task requires written and oral communication. Some tasks require complete understanding and proficient use of the Tampa Bay Water SCADA, network, and network programs. Some tasks require the ability to forecast future operational events.

Environmental Requirements:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents/chemicals, violence, disease, or pathogenic substances.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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The R&R Program Coordinator position will be located in Land O' Lakes Florida. Send résumé, cover letter and completed application to Human Resources, Tampa Bay Water, 2575 Enterprise Road, Clearwater FL, 33763, by September 17, 2010. Starting salary range \$54-\$72K DOQ. U.S. citizenship or legal authorization to work in the United States is required. Tampa Bay Water is an Equal Opportunity Employer. **Resumes without applications will not be considered.**