



SHOP SCHEDULER

FC: TA260
PG: SEIU 10
FLSA: Non-Exempt

BU: 04 (SEIU)
Created: August 1987
Revised: June 2005

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, tracks, documents, and analyzes all scheduled and unscheduled revenue vehicle maintenance activity including the scheduling of daily shop workload for preventive maintenance of and modifications to revenue vehicles; coordinates work and parts availability with other divisions and departments; tracks work performed by car and component number, date and function; codes and inputs completed work packages; and performs related duties as assigned.

CLASS CHARACTERISTICS

Positions in this class support overall District operations for revenue vehicle maintenance by scheduling daily shop work in accordance with priorities and general schedules established by Shop Management. These positions coordinate parts and materials for modifications, scheduled and unscheduled maintenance. Incumbents are expected to work at a high level of independence at shop locations.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Analyzes and schedules preventive maintenance, time controlled component changes, modifications and unscheduled maintenance requests.
2. Assigns priorities, prepares and posts daily schedules and discusses and coordinates work with shop supervisory personnel.
3. Reviews assigned Maintenance Directives, Maintenance Bulletins and Project Controls for current procedure, descriptions, appropriate parts lists, parts availability, inspection requirements and clarifications.
4. Assembles work packages including standard test equipment worksheets, appropriate preventive maintenance and modifications procedures, discrepancy correction sheets and time control component change completion sheet.
5. Coordinates parts availability with shop storekeepers, materials management personnel, VSE and RS&S Management to ensure adequate parts availability to support scheduled preventive maintenance and vehicle modification activities on assigned fleet at assigned shop.
6. Forecasts projected parts usage and needs and recommends adjustment of inventory levels.

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7. Reviews and corrects completed work packages ensuring appropriate data and information is accurate and relevant.
8. Determines root cause for system failure and identifies failed, component codes, categorizes, summarizes data and information and inputs into computer system. Must conduct review and analysis where necessary and appropriate.
9. Works closely with Rolling Stock & Shops management, VSE, and Reliability Engineering in tracking the performance of vehicle components and equipment.
10. Performs Reliability tracking and reporting through specialized computer programs.
11. Maintains records and prepares various periodic and special reports regarding
12. maintenance and modification work.
13. Works with maintenance planning, VSE and Shop Management regarding long-
14. term plans and schedules for projects.

QUALIFICATIONS

Knowledge of:

- Techniques for scheduling preventive maintenance and modifications, and integrating unscheduled with scheduled repair work.
- Maintenance requirements, terminology, components, parts and operation of revenue vehicle and operating systems.
- Maintenance practices and procedures, modification practices and procedures, parts lists, schematics, manuals and other documents governing revenue vehicle maintenance and modification.

Skill in:

- Systems, procedures and codes for tracking and reporting serial numbers, labor hours and failure causes.
- Working independently and exercising sound judgment in making decisions regarding scheduling of shop work.
- Analyzing and scheduling daily workload in accordance with overall assigned priorities.
- Reviewing and assembling maintenance packages to include all required procedures, time control specifications and related.
- Analyzing discrepancy and correction reports and determining causes of component/revenue vehicle failures.
- Determining parts and materials required and coordinating availability with shop and other materials management personnel.
- Coding, categorizing, inputting, and reporting maintenance activity.
- Operating standard office equipment including personal or online computer.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Must be physically able to lift up to 25 pounds.

MINIMUM QUALIFICATIONS:

Education:

Possession of a High School diploma, GED or recognized equivalent.

Experience:

Three (3) years of (full-time equivalent) technical experience related to revenue vehicle maintenance either as a transit vehicle mechanic, or electronic technician, or shop foreworker or vehicle inspector.

WORKING CONDITIONS

Environmental Conditions:

Office/Shop environment; exposure to computer screens, noise and dust.

Physical Conditions:

May require maintaining physical condition necessary for lifting, walking, standing or sitting for prolonged periods of time.

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