

Doyon Utilities, LLC
Job Description

JOB TITLE	Maintenance Scheduler	LOCATION	FWA
REPORTS TO	Director of Utilities	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F 8am-5pm
WAGE RANGE	\$84,443 - \$103,994 DOE	FLSA STATUS	Non-Exempt
BARGAINING GROUP	N/A	DATE	05/05/2020

POSITION OBJECTIVES: The Maintenance Scheduler is responsible for the effective execution of scheduling maintenance and work processes. The Maintenance Scheduler interacts with all Fort Wainwright operations to achieve team planning and scheduling. The primary objectives for this position include:

- Prepare weekly, monthly, annual, and outage maintenance schedules in order to efficiently maximize available resources and manpower.
- Fully utilize the Maximo (CMMS) program to efficiently manage all equipment data and daily work activities.

MAIN ACTIVITIES:

1. Coordinate with the Depot, Water Treatment Plant & CHPP maintenance teams to schedule routine and nonroutine maintenance activities.
2. Track work order schedule attainment and barriers.
3. Review all work orders associated with scheduling and planning activities.
4. Utilize all information required for crafts to complete tasks, including: Drawings, Vendor manuals, and notes to clarify the task to be completed
5. Ensure necessary parts and materials are available to complete tasks in coordination with the Material Handler/Expediter.
6. Interface with Material Handler/Expediter to improve linked responsibilities (i.e. inventory level, min/max, backorders, work planning etc.)
7. Understand and execute the maintenance Maximo system.
8. Provide necessary reports, metric measurements, progress of work orders, planned work, and repetitive problems.
9. Be actively engaged in predictive maintenance monitoring.
10. Discuss major projects with appropriate managers.

OTHER DUTIES

Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SKILLS AND QUALIFICATIONS:

1. Strong verbal and written communication skills.
2. Extensive planning and organizational skills.
3. Must be able to work with minimum supervision and be able to manage time when given multiple tasks.
4. Ability to interpret blueprints and schematics.
5. Exceptional skill in computer applications with an emphasis on CMMS programs and Microsoft Excel and Projects
6. Plant equipment maintenance experience.
7. Understand site SOPs relative to the position and work within compliance of those standards.
8. Complete paperwork/data entry in accordance with regulatory compliance.

CONDITIONS OF EMPLOYMENT:

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver's license issued by the State of Alaska.
4. Willingness and ability to travel to job sites within Alaska.

ENVIRONMENT: The position will be located at Fort Wainwright near Fairbanks, Alaska with periodic travel requirements on Fort Wainwright. Employee is required to work both indoors and outdoors including hot, dusty, cold, windy conditions while conducting their responsibilities, which requires routine walking, standing, bending, and carrying items weighing less than 50 pounds. Employee may be exposed to heat, cold and frequent changes in temperatures. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

EDUCATION AND EXPERIENCE:

1. Two-year technical degree or certification in an industrial field preferred. Relevant work experience may be considered in lieu of education requirement.
2. Minimum of five (5) years of experience in a field related to work scheduling, planning, maintenance, utilities planning, or scheduling environment.

Employee Signature

Date