

	Job Description	
Business Area: Asset & Operations	Maintenance Planning Technician	Page 1 of 10
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[Job Summary \(Why does job exist?\)](#)


The Maintenance Planning Technician reports directly to the Maintenance Planning Supervisor and is responsible for maintenance task organization, work package development, implementation, tracking and completion associated with the CMMS (Computerized Maintenance Management System). This person will build work packages, implement data in the CMMS related to each work package, coordinate all activities with all other departments, track work progress, and ensure completion of each item as required. The position will be supporting the Longview Power plant Start-Up / Commissioning, Maintenance and Operational readiness of the 700 MW Super-Critical Coal Fired Generating System, including but not limited to Fuel Systems, Ash Handling, Scrubber System, Steam Turbine Generator, Auxiliary Equipment, Boiler and Auxiliaries, Mills, Crushers, and other plant equipment.

[ESSENTIAL DUTIES AND RESPONSIBILITIES](#)

- Provide input to extensive planning for Long term and short term outages.
- Implement all specifications for work packages, including safe and efficient execution and completion.
- Provide feedback to all departments as required for tracking and scheduling.
- Provide data entry for parts, repairs, work order completion, and other items.
- Promote applicable maintenance procedures for defect free maintenance work.
- Participate in training for CMMS and other personnel as required by Management.
- Keep technical information and maintenance history current in the CMMS database.
- Continuously review system for any risks that may be present.
- Survey work areas, personnel, and other items for continuous improvements.
- Follow Plant Safety Rules at all times.
- Collaborate with Supervision and other departments to schedule manpower and resources as required for task completion.
- Represent Longview Powers best interest at all times.
- Ensure system and/or component changes are implemented in the CMMS to keep the system and activities current.
- Comply with plant policy and procedures, in particular, those involving personnel and equipment safety.
- Perform other duties as assigned by Maintenance Supervisor and Management.
- Responsibly operate site vehicles; valid driver's license is required.

[Job Requirements \(Education, Experience, Knowledge, Skills\)](#)

- AA degree in the Industrial Maintenance field and/or 5 years related experience.
- Strong knowledge in scheduling and coordination activities.
- Strong knowledge of Maintenance planning for efficiency and reliability.

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- Thorough knowledge of plant Safety & Environmental procedures.
- Strong knowledge in the use of personal computers and numerous software applications such as Excel, Word, MS Outlook, Powerpoint, Access, etc. including scheduling software such as Primavera or MS Projects.
- Ability to productively work independently and as an overall integral Longview team member.
- Must have a thorough knowledge of Plant LOTO system, (Lock-out - Tag-out).
- Must have strong communication skills and the ability to effectively communicate activities with other plant personnel.
- Ability to stay current with changing technologies.
- Ability to communicate troubleshooting activities under emergency conditions.

SUPERVISORY RESPONSIBILITIES

Does this job have supervisory responsibilities? X Yes ___ No
If yes,

Leadership:

- X Provides limited supervision to others through motivation, direction, review and feedback of assigned tasks.
- ___ Supervises work through the planning and scheduling of work, and the review and approval of tasks.
- ___ Supervises in both their work assignments and performance development (appraisal).
- ___ Supervises/manages/directs the selection, training, development, and appraisal of personnel.
- ___ Supervises/manages/directs the selection, training, development, appraisal and work assignments of personnel.

If no,

Supervision Received:

- ___ Immediate supervision: receives close supervision related to specific work activities, assignments, methods, etc; usually receives frequent surveillance over job activities; instructions are detailed and assignments are typical short-term.
- ___ General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow routine work to proceed alone; receives occasional checks of work while in progress; work is reviewed upon completion.
- ___ Direction: receives guidance with respect to general objectives; in the majority of tasks and projects assigned, determines methods, work



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sequences, scheduling, and methods to achieve objectives of assignments; operates within specific policy guidelines.

X General Direction: receives very general guidance with respect to overall objectives; work is usually quite independent of others; operates within plant or department policy guidelines using independent judgment in achieving assigned objectives.

Minimal Direction: Highly independent; self-directing.

Are there non-supervisory employees who report directly to this job? Yes No

If yes, how many non-supervisory employees are supervised by this job? 0

Are there subordinate supervisors reporting to this job? Yes No

If Yes, How many subordinate supervisors report to this job? 0


What are the names of the departments supervised by this job?

1. _____
2. _____
3. _____
4. _____

How many employees, in total, report to the subordinate supervisors? _____

OTHER DUTIES AND RESPONSIBILITIES

- Comply with all Safety & Environmental policies, practices and procedures.
- Participate in proactive team efforts to achieve departmental and company goals.
- Perform other duties as assigned.
- Provide leadership to others through example and sharing of knowledge/skill.
- Required to stay current on applicable laws, policies, and procedures and effectively communicate to others.
- Implement the facility's maintenance programs and extensive planning for scheduled outages of the Plant and/or specific equipment.

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EDUCATION and EXPERIENCE

Level of education and experience needed to successfully accomplish the essential duties of this job.

- Level 1: No prior experience or training
- Level 2: Less than high school; or up to one month related experience or training; or equivalent combination of education and experience
- Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Level 5: Associate's degree (A. A.) or equivalent from two-year College or technical school; or five years related experience and/or training; or equivalent combination.
- Level 6: Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Level 7: Fifth Year College or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Level 8: Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Level 9: Doctoral degree (Ph. D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job.

- Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.



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- Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

- Level 1: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.



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___ Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

___ Level 5: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

___ Level 6: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY

Level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

___ Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.


___ Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

X Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

___ Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

___ Level 5: Ability to define problems, collect data, establishes facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

___ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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COMPUTER OPERATIONS

- Basic personal computer skills.
- Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.
- Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.
- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Demonstrated use of intermediate computer operations (basic programming in 3rd and 4th generation languages, relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)
- Utilize complex computer operations (intermediate programming in 3rd and 4th generation languages, relational databases, and operating systems) and advanced features of software packages (word-processing, spreadsheet, graphics, etc.)

PLANNING/ORGANIZATION

- Prioritizes tasks.
- Handles multiple tasks simultaneously.
- Handles multiple projects simultaneously.
- Prioritizes, organizes, and delegates assignments.

CERTIFICATES, LICENSES, REGISTRATIONS

Licenses, certificates, or registrations that are required to perform the essential duties of this job.

Valid Drivers License



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PHYSICAL/ENVIRONMENTAL DEMANDS

How much on-the-job time is spent in the following physical activities?

	<u>Rare</u>	<u>Occasional</u>	<u>Frequent</u>
Standing	___	___	<u>X</u>
Walking	___	___	<u>X</u>
Sitting	___	___	<u>X</u>
Using hands to finger, handle, or feel	___	___	<u>X</u>
Reaching with hands and arms	___	___	<u>X</u>
Climbing or balancing	___	<u>X</u>	___

PHYSICAL/ENVIRONMENTAL DEMANDS (continued)

Stooping, kneeling, crouching, or crawling	___	<u>X</u>	___
Talking or hearing	___	___	<u>X</u>
Tasting or smelling	___	___	<u>X</u>
Other: Driving	___	<u>X</u>	___
Other: Respirator Use	___	<u>X</u>	___
Other: _____	___	___	___

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	<u>Rare</u>	<u>Occasional</u>	<u>Frequent</u>
Up to 10 lbs	___	___	<u>X</u>
Up to 25 lbs	___	___	<u>X</u>
Up to 50 lbs	___	<u>X</u>	___
Up to 100 lbs	NA	___	___
More than 100 lbs	NA	___	___

WORKING CONDITIONS

- ___ Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- X Well-lighted, heated and/or air-conditioned indoor office/shop environment with adequate ventilation.
- ___ Well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation.



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- Outdoors exposed to changing weather conditions (for instance, rain, sun, snow, wind, etc.)
- Outdoors but in an enclosed vehicle.
- Outdoors and indoor shop environment with adequate ventilation.


	<u>Rare</u>	<u>Occasional</u>	<u>Frequent</u>
Wet or humid conditions (non-weather)	<u>X</u>	<u> </u>	<u> </u>
Work near moving mechanical parts	<u> </u>	<u>X</u>	<u> </u>
Work in high precarious places	<u>X</u>	<u> </u>	<u> </u>
Fumes or airborne particles	<u> </u>	<u>X</u>	<u> </u>
Toxic or caustic chemicals	<u>X</u>	<u> </u>	<u> </u>
Outdoor weather conditions	<u> </u>	<u>X</u>	<u> </u>
Extreme cold (non-weather)	<u>X</u>	<u> </u>	<u> </u>

WORKING CONDITIONS (continued)

Extreme heat (non-weather)	<u> </u>	<u>X</u>	<u> </u>
Risk of electrical shock	<u>X</u>	<u> </u>	<u> </u>
Work with explosives	<u> </u>	<u> </u>	<u> </u>
Risk of radiation	<u>X</u>	<u> </u>	<u> </u>
Vibration	<u> </u>	<u>X</u>	<u> </u>
Other _____	<u> </u>	<u> </u>	<u> </u>

How much noise is typical for the work environment of this job?

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

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TRAVEL

- Minimal overnight travel (up to 10%) by land and/or air.
- Occasional overnight travel (up to 20%) by land and/or air.
- Moderate overnight travel (up to 30%) by land and/or air.
- Heavy overnight travel (up to 50%) by land and/or air.
- Extensive overnight travel (over 50%) by land and/or air.