

SENIOR PLANNER-SCHEDULER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direction, performs a variety of complex duties involving the scheduling of major OC San wastewater treatment and collection systems construction and maintenance projects; manages field contractors' schedules to evaluate contractor performance against established standards; establishes clear specifications and enforcement provisions with the contractors by placing schedule performance and proof of impact on the contractors; analyzes and monitors time impact delays, determines compensability to the contractor, and the impact of delayed projects on current projects and general operations; provides subject matter expertise and functional and technical direction to lower-level staff; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and may coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the second of two levels within the engineering planning/scheduling job series. Positions at this level perform the more difficult assignments, projects, analyses, and programs assigned to classes within this series, requiring the use of considerable discretion and independent judgment in performing assigned work and full and thorough knowledge of the concepts, practices, procedures, and policies of cost estimation. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Responsibilities may include guidance on programs and/or projects and providing coaching and mentoring to lower-level staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Prepares and analyzes complex construction schedules and cost reports to determine feasibility of proposed schedules; distributes progress evaluations to project managers and engineers.
- Reviews and analyzes monthly construction schedule updates and progress payments; monitors actual progress versus planned progress, provides exception reporting, and recommends action steps to resolve issues.
- Acts as a liaison on scheduling matters between different OC San divisions and departments; coordinates complex construction project schedules to minimize impacts on wastewater facilities and systems operations due to planned construction projects.

- Reviews baseline schedule and design submittals prior to bid to ensure scope is achievable in the time stipulated; identifies the critical path of the project and work sequencing; serves as functional lead to create preliminary construction schedules during project planning phases, at times based on minimal information.
- Provides technical review of baseline and updated construction schedules to ensure contractor compliance with project requirements for cost and resource loading and to identify any deficiencies in sequence, contract requirements, or project management tracking tools.
- Performs project schedule delay impact analysis of project schedule changes; assesses chronology of events and reviews project delays to determine compensable and non-compensable claims.
- Develops and publishes analytical and statistical reports such as construction status reports, project completion forecasts, projected cash flow, construction expenditure forecasts, cost trends, and construction sequencing for the division/department and other project stakeholders.
- Reviews contract change orders for complex projects and provides recommendations to stakeholders on issues involving construction delays.
- Develops negotiation strategy on large delay claims with construction management and contract management staff.
- Researches, recommends, and applies best practices and innovative strategies in scheduling and execution plans to improve project economics; works with contractors and other OC San staff to ensure best application of integrated project controls.
- Ensures documentation of all schedule submittals so that requests for time adjustments can be measured against the approved schedule.
- Reviews and advises supervisor on revisions to Engineering Standards related to project and construction scheduling.
- Develops policies and procedures for construction scheduling following best practices including developing and maintaining master project specifications for project scheduling.
- Conducts site visits to evaluate contractor progress of work performed; identifies potential schedule impacts, delays, and risks.
- Attends contractor meetings; provides schedule risk analysis; assists with establishing schedule milestones for assigned projects; identifies and provides key performance indicators required for Project Management Office reporting; recommends quality improvement standards.
- Provides training on scheduling of large capital projects to engineers and other OC San staff.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of project planning and scheduling; researches emerging products and enhancements and their applicability to OC San needs.
- Provides leadership and guidance to others on programs and/or projects; as a program and/or project leader, may direct, assign, train, monitor, and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a resource to employees by possessing specialized skills; and develops and implements work improvements.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and techniques of Critical Path Method (CPM) scheduling.
- Project construction environment and engineering terminology.
- Consultants and construction specifications and contractor methods of operation.

- Principles, practices, and techniques of project management, including construction sequencing.
- Methods, materials, and techniques used in the design and construction of wastewater facilities and systems.
- Methods and techniques of engineering plan review and analysis, time impact analysis, and work breakdown structures.
- Methods and techniques of contract negotiations and administration.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Advanced principles and applications of critical thinking and analysis.
- Principles of mathematics and their application to project controls systems work.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Prepare and analyze complex construction schedules and cost reports to determine feasibility of proposed schedules.
- Review, analyze, and interpret technical schedules, consultant design documents, and complex facility construction contract documents.
- Review submittals and equipment for conformance to design specifications and plans.
- Apply critical thinking and analysis to a broad range of situations and in problem solving.
- Analyze change orders and negotiate fair and reasonable costs for change orders and prepare accepted changes.
- Act as liaison between various project divisions that oversee construction project schedules.
- Provide necessary advice to contractors within the terms of the contract
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Research, analyze, interpret, and summarize data and prepare clear and concise technical reports, memoranda, and documentation.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Apply advanced mathematical calculations to project controls system work.
- Provide direction to others in proper work procedures,
- Resolve conflict through supervision in establishing workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and OC San in meetings with contractors and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in engineering, construction management, or a related field.
2. Five (5) years of increasingly responsible professional engineering or construction management work experience involving the planning or scheduling of large and complex construction projects.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various OC San sites, projects, and/or meetings; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend.
- Vision to read printed materials and a computer screen.
- Vision to inspect site conditions and work in progress.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards with exposure to hazardous materials in some site locations.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and vibration.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered "at-will", are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial

probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.

- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.