



Position Title: Parks Maintenance Planner

Position Status: Full-Time Temporary (This position to last not later than December 31, 2025)

Department: Parks & Environment (Regional Parks)

Employee Group: GVRDEU

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: \$4,011.20 bi-weekly plus 6.25% deferred compensation

Our Parks & Environment Department is seeking a Parks Maintenance Planner who will join the Regional Parks capital maintenance team to support the continuous improvement of our work management and asset management programs. This includes our Preventative Maintenance (PM) program, ensuring the accuracy of equipment and asset information within our Computerized Maintenance Management System, data analysis, and materials management. The incumbent will plan, organize and coordinate preventative maintenance tasks throughout the regional park system, collaborate with internal department staff and external agencies, and work with and coordinate to deliver small maintenance projects.

You are: a career and detail oriented, self-starting individual with knowledge of asset management, work management, and preventative maintenance processes, while focused on excellent communication and collaborative teamwork.

This role: *(The duties described hereunder are intended to be representative of the position and are not to be considered all inclusive.)*

- In coordination with supervisory and operations staff, assesses job requirements, assigns job priorities according to established maintenance standards, estimates resource requirements (trade types, specialty services and quantity), determines required parts, specific equipment, and/or tools required for the job, and coordinates the acquisition of materials and equipment with support from the Purchasing Department.
- Under the general direction of a supervisor, and in consultation with Parks engineering staff, develops and establishes PM routines and standard job procedures as required. Ensures the PM programs are updated and reflect current safety, regulatory, and other standards and requirements.
- Coordinates the scheduling and planning of all preventive and corrective maintenance work, plans job sequences and tasks, provides detailed job procedures and drawings, initiates purchase requisitions, and provides input on procurement agreements related to their work such as Requests for Proposals, Informal Tender Packages, and Prequalification Lists through the Purchasing Department, and participates in the evaluation of submitted tenders.

- Issues work orders as required. Reviews work orders to ensure required information has been documented. Follows up with maintenance supervisors to obtain requisite and or outstanding information. Enters or arranges for and checks the entry of information into a Computerized Maintenance Management System.
- Organizes and implements small maintenance projects including budgeting, prioritizing and tracking costs. Liaises with contractors and organizes scheduling priorities between Operations, Engineering, and Contractors. Provides relevant hazard and safety information to contractors and consultants prior to work being conducted.
- Prepares and submits permit applications required for maintenance work.
- Continuously monitors the backlog and makes recommendations (e.g. shutdown, overtime, contractors) to manage backlog.
- Chair work scheduling meetings with operations and/or other staff involved with maintenance activities, as required. Revises the schedule as required and notifies affected supervisors of necessary work adjustments.
- In consultation with Parks operations and engineering staff, develops PM routine frequencies and time standards for all equipment and assets. Ensures time standards and PM routines are current for all existing equipment and assets, regularly analyzes and trends key condition based technical information against predetermined standards and coordinates action for all anomalies.
- Reviews completed work order packages for completeness and accuracy, and initiates or schedules any further or incomplete work identified.
- Reviews maintenance methods against PM routines and standard job procedures and recommends revisions and changes where appropriate.
- Coordinates with Project or Engineering staff to update equipment and facility drawings as required.
- Maintains and revises existing equipment and asset records and maintains the filing of completed work orders, equipment manuals, condition-based monitoring results, PM routines, record drawings, and standard job procedures.
- Assists in the preparation of the background information required to support warranty claims.
- Assists in developing reports and information required to support annual maintenance budget submittals.
- Prepares monthly maintenance budget forecasts and assists with maintenance performance reporting.

To be successful, you have:

- Graduation certificate from an Institute of Technology Diploma program in Civil, Electrical, Instrumentation or Mechanical technology, a minimum of two (2) years related experience OR an equivalent combination of training and work-related experience in maintenance or management of assets.
- Successful completion of maintenance management and planning courses such as those specified in the *NOTE below.
- Training and demonstrated ability to use computerized spreadsheets, databases and project planning and scheduling software effectively.
- A combination of training and demonstrated experience in managed maintenance methods and practices.
- Proven ability to plan and schedule multiple tasks in a dynamic environment and to quickly work with staff in assessing priorities. Demonstrated initiative and responsible attitude.
- Ability to communicate effectively with contractors and staff in both technical and functional terms. Ability to obtain consensus within a group during planning while dealing with competing priorities using a team approach. Superior verbal and written communication skills.

- Must be able to read and use engineering drawings, technical specifications, plans and sketches.
- Good working knowledge of park infrastructure would be considered an asset (examples such as water and septic systems, buildings, bridges, boardwalks, etc.)
- Ability and skills to use application software including maintenance work management, tracking, reporting, project scheduling, spreadsheets, database, and word processors.
- A good working knowledge of WorkSafe BC, regulatory permitting requirements and Corporation safety regulations, safe work practices and procedures relating to park infrastructure.
- A basic understanding of predictive maintenance test results (e.g. water quality results, pressure tests, and video inspection surveys) is considered an asset.
- Valid BC Class 5 Driver's License.

***NOTE: The Maintenance Management Courses and Planning Courses Referenced Above Are:**

The following courses outlined by the Plant Engineering and Maintenance Association of Canada (PEMAC) within the Maintenance Management Professional certification program:

- Module 1 – An Integrated Strategy for Maintenance Management
- Module 2 – Production and Operations Management for the Maintenance Manager
- Module 4 – Financial Management for the Maintenance Manager
- Module 5 – Developing and Implementing Maintenance Tactics
- Module 6 – Maintenance Work Management
- Module 7 – Maintenance Information Management

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Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by September 19, 2024.