



Position Title: Maintenance Planner

Position Status: Full-Time Regular

Department: Water Services

Employee Group: GVRDEU

Location: Seymour Capilano Filtration Plant (Anticipated 3 days/week)

Coquitlam Water Treatment Plant (Anticipated 2 days/week)

Salary Range/ Wage Rate: \$50.14 hourly plus 6.25% deferred compensation

This role receives an additional 6.25% deferred compensation on hours worked. The additional 6.25% can be taken as compensation or time off.

Our Water Services Department is seeking a Maintenance Planner who will plan and schedule maintenance tasks for multiple trades groups to ensure the reliability of our Water Treatment Facilities and to help deliver high-quality drinking water to the region.

You are: A career-oriented, safety conscious, self-starting individual with excellent knowledge of preventative maintenance programs, planning and scheduling work tasks, while focused on good 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 maintenance and operations supervisory 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.
- 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, maintains through Purchasing Department standing purchase offer agreements and physically checks for inventory items and direct charge items prior to scheduling the job.
- Issues work orders as required and distributes to appropriate maintenance staff.
- 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 the Computerized Maintenance Management System.

- Reviews maintenance resource availability, continuously monitors the backlog and makes recommendations (e.g. shutdown, overtime, contractors) to manage backlog. Reviews weekly review of listing of backlog and circulates copies to the operations and maintenance managers and superintendents.
- Chairs daily and weekly work scheduling meetings with operations and maintenance personnel. Revises the schedule as required and notifies affected supervisors of necessary work adjustments.
- In consultation with maintenance and operations staff and maintenance engineering, 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 procedure and recommends revisions and changes where appropriate.
- Assists with developing labour time standards for maintenance jobs and monitors maintenance jobs to ensure time standards are current.
- Maintains and updates equipment files and ensures all corporate and record field files and associated cost centres are kept current.
- Coordinates with Project or Engineering staff to update equipment and facility drawings as required.
- Coordinates the process for setting up new, revise existing equipment 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 including Interprovincial Trade Ticket supplemented by the successful completion of maintenance management and planning courses as 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.
- A good working knowledge of managed maintenance methods and practices.

- Good working knowledge of municipal/regional water, wastewater, drainage and treatment systems.
- 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 Work Safe BC, Technical Safety BC, regulatory permitting requirements and Corporation safety regulations, safe work practices and procedures relating to municipal/regional water and wastewater, drainage and treatment systems.
- Ability to assist in the analysis of maintenance predictive maintenance test results (e.g. infrared inspection, ultrasound surveys, vibration and oil analysis and video inspection surveys,).
- Valid BC Driver's License.

***NOTE: The Maintenance Management 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 – Computerized Maintenance Management Systems
-
- Math 12
 - Excel Basics and Advance (in-house)
 - Unit4 (in-house)
 - MS Office Suite Advanced (in-house)

Our Vision:

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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

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 June 4, 2025.