



JOB TITLE:	FERRY MAINTENANCE PLANNER	DIVISION:	FERRY
REPORTS TO:	FERRY MAINTENANCE MANAGER	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	LARKSPUR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction of the Ferry Maintenance Manager, this position will be responsible for developing and implementing comprehensive maintenance job plans for our fleet of passenger ferries and facilities. The Ferry Maintenance Planner is responsible for all aspects of the planning process with the goal of improving workforce productivity and work quality by eliminating potential delays and obstacles. This position is also responsible for analyzing and interpreting data and preparing correspondence and reports with recommendations to management.

Essential Responsibilities

- Develops and maintains a comprehensive job plan library to support maintenance activities for the ferry division assets, including routine inspections, preventative maintenance, and repairs, at the direction of the Ferry Maintenance Manager.
- Performs fact finding job walks and inspections against maintenance service requests to create effective maintenance job plans.
- Collaborates with Ferry Maintenance Manager and Shop Foreman to coordinate maintenance activities, ensuring minimal disruption to ferry operations.
- Works with store room and procurement personnel to ensure parts availability in line with maintenance work plans and schedules.
- Uses work order data and job plans to optimize on-hand inventory, identify and maintain sufficient critical spares inventory
- Coordinates with external vendors and contractors for specialized maintenance and repair services.
- Ensures contractors are notified of any safety requirements prior to arrival on site.
- Reviews work order actuals (parts, labor, requisitions) data prior to records being closed.
- Identifies trends, optimize maintenance work plans, and improve overall maintenance efficiency by finding and eliminating defects in process and design.
- Prepares reports and documentation related to maintenance activities including work orders, maintenance logs, and equipment records.



- Ensures compliance with all relevant safety regulations, industry standards and Ferry Division Safety Management System.
- Assists in the development and implementation of training programs for maintenance staff.
- Stays updated on industry best practices and emerging technologies in Reliability Centered Maintenance.
- Undertakes improvement initiatives to support maintenance performance.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Maintenance practices and principles in the maritime environment
- Occupational health and safety rules and working practices applicable to this position.
- Asset Management & Reliability Centered Maintenance Principles
- USCG regulations for small passenger vessels
- Marine transportation & public transit functions
- Marine systems, including propulsion, electrical, HVAC, and hydraulic systems.

Skill in or Ability to:

- Work in a team environment that includes crafts, supervisors, engineers and management
- Build collaborative and trusted relationships with the maintenance team as a resource for various maintenance activities.
- Contribute to a work environment that promotes effective, thoughtful communication between team members, and management.
- Interpret and present findings in a clear, concise oral and written form including the creation and use of tables, charts, and graphics to summarize results.
- Coordinate multiple projects, organize workload, and meet critical deadlines.
- Cultivate and implement short term and long term department goals.
- Demonstrate excellent oral and written communication skills
- Use computerized record systems, Maximo, MS Office (Outlook, Excel) and effective use of web resources.
- Demonstrate excellent organizational, technical expertise, and time management skills in order to prioritize tasks and meet deadlines as well as collaborate effectively with various stakeholders.



Minimum Qualifications

Education and/or Experience:

- Associate degree in a related technical field. Qualifying Experience may be substituted on a year-for-year basis in lieu of education
- Four (4) years of experience in industrial or transportation maintenance, preferably in the maritime industry.
- Experience in using a Computerized Maintenance Management System, CMMS (IBM Maximo Preferred)
- Experience at an advanced level performing maintenance-based planning (Labor, materials, tools, impact to operations) and technical administrative responsibilities is desirable. Must be able to demonstrate proficiency using advanced word processing, spreadsheet and database software; prepare analysis, presentations, and spreadsheets using Excel.

Physical Requirement:

Working inside and outside in all weather conditions. Work around fumes, odors and dust in an occasionally high noise level environment. Ability to access and inspect all above and below deck spaces and voids. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.