

Posting Period

August 21, 2015 –
Open Until Filled

Compensation

Starting salary range is
\$4,130/mo - \$5,368/mo

*represents min to mid of range.

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Non-Represented
(Non-Exempt)

Department

Maintenance

Reports To

Director, Facilities
Maintenance



For question or inquiries, please
contact the Human Resources
Department at
hr@portoftacoma.com



www.portoftacoma.com

Job Summary

This position is responsible for responsible for utilizing the Port's Computerized Maintenance Management System (CMMS) in the coordination, planning and creation of work order schedules for the Equipment and Facilities Department in collaboration with Maintenance management. The incumbent is also responsible for overseeing the service requests and routing them to the proper supervisor. The Planner will also serve as the CCMS administrator for the Equipment and Facilities Department(s).

Essential Functions and Duties

- Responsible for utilizing the Port's Computerized Maintenance Management System (CMMS) in the coordination, planning and creation of work order schedules for the Equipment and Facilities Department in collaboration with Maintenance management; provides integrity and accuracy of the computerized maintenance process; arranges and supervises the preparation and distribution of a variety of related reports.
- Acts as a liaison between customers, Equipment and Facilities staff, and management on work requests, and project plans.
- Creates new PMs and job plans as needed, ensures PM's and job plans are up to date, makes recommendations, and tests for accuracy. Sets up meters and monitors meter readings/history for accuracy, makes recommendations, and adjust/repair as needed.
- Extracts data from CMMS for reporting, Excel spreadsheets, and creates queries from CMMS data; generates regular and custom reports as needed; establishes and optimizes preventive and predictive maintenance activities; manages maintenance work orders and service requests; and report key performance indicators KPI's. Provide reports on a weekly, monthly, and/or as needed.
- Trains staff on CMMS. Support the Administrative Assistant with Master ID's, TMS's, and validation reports.
- Works collaboratively with stakeholders and IT in system upgrades, enhancements and implementation.
- Performs all other duties as assigned.

Required Experience and Education

Associate's Degree in Engineering, Computer Science, Business, Transportation or related field. Bachelor's Degree is highly desirable.

Minimum of three (3) years of experience in planning and scheduling for maintenance using a Computerized Maintenance Management System (CMMS), Microsoft Office and Operating systems with emphasis in Word and Excel. Progressive technical and administrative experience with MAXIMO 6.2 or newer versions and experience with maintenance, equipment and property inventories, and business practices is preferred.

People. Partnership. Performance.

Planner, Maintenance - Recruitment #317

Knowledge, Skills, Abilities & Other Work Characteristics

Must possess operating knowledge of software applications such as Microsoft Office Suite (including Word, Excel, Outlook and PowerPoint) Access, Computer Management Maintenance Systems (CMMS), and operate computerized business applications. Must also demonstrate a good understanding of Port-wide business processes. Ability to understand data needs of users and produce reports, meet deadlines, work productively in a collaborative environment, and maintain confidentiality. Ability to communicate effectively, both orally and in writing, with people of varying degrees of technical background; establish and maintain effective working relationships with superiors, peers, and associates; understand and execute complex oral and written instructions; effectively write and maintain accurate, consistent documentation, and procedures; instruct others in the use of processes and system software; research and stay current on technology supportive to the position; sound economic judgment and ability to make informed and logical decisions; and exercise good judgment as to when to act independently and when to refer situations to higher authority.

Individual must possess the ability to align with the vision, goals, core values and constructive culture desired at the Port of Tacoma; demonstrates enthusiasm, vitality and creativity; demonstrates a strong customer service attitude and treats all individuals with courtesy, dignity and respect and actively supports and clearly communicates the goals, objectives and strategies of their individual department, Lines of Business, the NWSA and the Port.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

**THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO
PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.**

