



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

MAINTENANCE PLANNER I/MAINTENANCE PLANNER II

Operations & Maintenance Division

Maintenance Planner II | Grade 26 | \$45,559.30- \$75,998.24*

Maintenance Planner I | Grade 28 | \$50,325.81 - \$83,949.34*

Open: February 8, 2019 • **Close:** Open Until Filled

**Two positions are available; to be filled based on the candidates' qualifications.*

The Upper Occoquan Service Authority is a leader in water reclamation making a difference in the protection of the region's waterways and the drinking water for the public. If you want to make a difference in protecting the environment and serving the residents and businesses of Northern Virginia, UOSA wants to talk to you.

RESPONSIBILITIES

The Maintenance Planner is a maintenance management expert, with an emphasis on planning and scheduling. Work requires knowledge of the operation and maintenance of industrial facilities, equipment and systems including control, electrical, mechanical, and HVAC. The Maintenance Planner II frequently needs to communicate clearly and precisely with UOSA staff, other organizations, and the public. Work requires sound judgment when making decisions and taking initiatives in accordance with Support Systems' Strategic Plan. The Maintenance Planner II spends a considerable amount of time administering UOSA's CMMS.

The incumbent will perform daily and long-range maintenance planning activities within the Support Systems Section to maintain a high performance, customer service-oriented work environment. Assignments will vary and encompass a variety of tasks.

REQUIREMENTS

- Completion of high school or a GED is required.
- **Maintenance Planner II:** Minimum four years of journey-level trade experience and/or experience in the maintenance management of plant machinery, equipment, vehicles, structures and facilities are required. Related vocational school program is desired. Or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.
- **Maintenance Planner I:** Minimum six years of journey-level trade experience and/or experience in the maintenance management of plant machinery, equipment, vehicles, structures and facilities are required. Related vocational school program is desired. Or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.
- Must have a good understanding of principles, practices, and methods used in installation, and repair of equipment and infrastructure common to wastewater treatment or similar facilities. Must have basic knowledge of predictive and preventive work practices. Must know how to plan, schedule, and execute work related to these facilities. Must be able to correctly interpret technical documentation, drawings, schematics, and specifications.
- Must be able to meet physical requirements of position to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting and/or carrying up to 50 pounds.
- Must be able to participate in applicable work-safety programs and maintain UOSA certification in Confined Space Entry.

**Starting salary will be between minimum and midpoint in the range.*

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > [Candidate Profile](#).