

LAKE WORTH DRAINAGE DISTRICT

JOB POSTING

Planner/Scheduler

GENERAL DESCRIPTION:

Professional technical position, responsible for planning and scheduling Operations & Maintenance work, including canal construction and restoration, facility improvements, maintenance, and refurbishment projects. The position serves as a liaison among O&M managers, supervisors, and crew leaders to ensure efficient coordination of planning and scheduling activities. Work is performed under the supervision of the Director of Operations & Maintenance.

ESSENTIAL JOB FUNCTIONS:

- Assists in the development and maintenance of project schedules for various construction and maintenance projects.
- Document and maintain accurate, detailed information for scheduled and completed work.
- Works with the O&M Director and Section Leads to develop operational metrics and reports.
- Effectively communicates and coordinates with managers, supervisors, and crew leaders to plan, prioritize, and execute maintenance activities.
- Analyzes workflow and practices to determine the best use of technical and financial resources, identify process efficiencies, and eliminate redundancies and non-value-added work efforts.
- Develops and provides presentations on project schedules, progress, and results.
- Assists in development of project budgets and expenditures.
- Perform on-site inspections as necessary.
- As part of the District's emergency response role, provides support before, during, and after major storm events and emergency situations, such as hurricanes or other declared emergencies.
- Keeps abreast of industry trends, best practices, and technology improvements, and recommends changes when appropriate.
- Performs other job duties as assigned.

MINIMUM QUALIFICATIONS:

Education/Experience:

- Typically has a bachelor's degree or related experience that clearly demonstrates increasing planning, scheduling, technical expertise, and responsibility.
- Experience with Canal Maintenance, Heavy Construction, Land Development or similar work.

Licenses:

Valid State of Florida driver's license.

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Knowledge, Skills and Abilities:

- Strong knowledge of planning and scheduling programs and technology.
- Strong interpersonal skills and ability to work collaboratively with internal and external stakeholders.
- Proficient in the use of Microsoft Windows applications, including Word, Excel, Access, and Project; knowledge of Microsoft Publisher and PowerPoint.
- Knowledge of heavy construction, vegetation management, and water management structures is desirable.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of business practices and purchasing methods.
- Ability to analyze complex problems and exercise sound judgment in resolving them.
- Ability to prepare correspondence and reports.
- Knowledge of office machines and procedures, including computers.

Essential Physical Skills:

- Acceptable eyesight (with or without correction) and recognition of color differences.
- Acceptable hearing (with or without hearing aid).
- Ability to communicate clearly, both orally and in writing.
- Moderate (15 – 44 pounds) lifting and carrying.
- Walking and standing.

Environmental Conditions:

- Routine office environment, sitting at a desk and operating a personal computer to produce work products.
- Some work is performed outdoors in a field environment, in and around moving vehicles and equipment, with exposure to hot and humid conditions, dust, and noise.
- Due to the District's emergency management response role, this position is required to provide support before, during, and after major storm events and emergency situations.

Salary Grade: Starting pay is \$32.48 (\$67,506.00) – rate commensurate with experience

Interested candidates should submit an application, along with their resume at <http://www.lwdd.net/employment-application>

Lake Worth Drainage District is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. Preference in appointment will be given to eligible veterans and spouses in accordance with applicable law. Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority, and certain servicemembers may be eligible to receive waivers for post-secondary educational requirements, in the employment by the state and its political subdivisions and are encouraged to apply for the positions being filled. A Veterans' Preference Information form is available upon request.