OCTOBER 2025
FLSA: EXEMPT

PLANNER-SCHEDULER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision, performs a variety of duties involving the scheduling of major OC San wastewater treatment and collection systems construction and maintenance projects; manages field contractors' schedules to evaluate contractor performance against established standards; establishes clear specifications and enforcement provisions with contractors by placing schedule performance and proof of impact on the contractors; analyzes and monitors time impact delays, determines compensability to the contractor, and the impact on current projects and general operations; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the first of two levels within the engineering planning/scheduling job series. Positions at this level are responsible for performing the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit This class is distinguished from the Senior Planner-Scheduler in that the latter performs the more complex planning and scheduling work that requires a higher level of knowledge and skill.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Prepares and analyzes construction schedules and cost reports to determine feasibility of proposed schedules; distributes progress evaluations to project managers and engineers.
- Reviews and analyzes monthly construction schedule updates and progress payments; monitors actual progress versus planned progress, provides exception reporting, and recommends action steps to resolve issues.
- Acts as a liaison on scheduling matters between different OC San divisions and departments; coordinates construction project schedules to minimize the impacts on wastewater facilities and systems operations due to planned construction projects.
- Reviews baseline schedules and design submittals prior to bid to ensure scope is achievable in the time stipulated; identifies the critical path of the project and work sequencing; creates preliminary construction schedules during project planning phases.
- Reviews contract change orders and provides recommendations on issues involving construction delays.

- Performs project schedule delay impact analysis of project schedule changes; assesses chronology of events and reviews project delays to determine compensable and non-compensable claims.
- Applies best practices and innovative strategies in scheduling and execution plans to improve project economics; works with contractors and other OC San staff to ensure best application of integrated project controls.
- Ensures documentation of all schedule submittals so requests for time adjustments can be measured against the approved schedule.
- Recommends improvements to practices and specifications for Engineering Standards related to project and construction scheduling.
- Conducts site visits to evaluate contractor progress of work performed; identifies potential schedule impacts, delays, and risks.
- Attends contractor meetings; provides schedule risk analysis; assists with establishing schedule milestones for assigned projects and recommends key performance indicators required for Project Management Office reporting; participates in the development and implementation of standards used; researches and recommends quality improvement standards.
- May lead lower-level staff on programs and projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of project planning and scheduling; researches emerging products and enhancements and their applicability to OC San needs.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and techniques of Critical Path Method (CPM) scheduling.
- Project construction environment and engineering terminology.
- Consultants and construction specifications and contractor methods of operation.
- Principles, practices, and techniques of project management, including construction sequencing.
- Methods, materials, and techniques used in the design and construction of wastewater facilities and systems.
- Methods and techniques of engineering plan review and analysis, time impact analysis, and work breakdown structures.
- Methods and techniques of contract negotiations and administration.
- Principles and applications of critical thinking and analysis.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Principles of mathematics and their application to project controls systems work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Prepare and analyze construction schedules and cost reports to determine feasibility of proposed schedules.

- Review, analyze, and interpret consultant design documents, complex facility construction documents, and related technical documents.
- Review submittals and equipment for conformance to design specifications and plans.
- Apply critical thinking and analysis in completing assignments.
- Analyze change orders and negotiate fair and reasonable costs for change orders and prepare accepted changes.
- Act as liaison between various project divisions that oversee construction project schedules.
- Provide necessary advice to contractors within the terms of the contract.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Research, analyze, interpret, and summarize data and prepare clear and concise technical reports, memoranda, and documentation.
- Travel to various OC San sites, projects, and/or meetings.
- Apply advanced mathematical calculations to project controls system work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and OC Sanin meetings with contractors and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:
Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in engineering, construction management, or a related field.
2. Three (3) years of professional engineering or construction management work experience involving the planning and scheduling of large construction projects.

Licenses and/or Certifications:
None.

Disaster Service Workers:
All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; visit various OC San sites, projects, and/or meetings; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend.
- Vision to read printed materials and a computer screen.
- Vision to inspect site conditions and work in progress.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards with exposure to hazardous materials in some site locations.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and vibration.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.