

PLANNER: PRODUCTION CONTROL & SCHEDULING (EMS MOTOR
TRANSPORT)

General Statement of Duties and Responsibilities

Under general supervision, with latitude for independent judgment and initiative, assists in the planning, organizing and control of the scheduling, maintenance, repair and quality assurance programs for fleet services. Coordinates the administrative, office operations and management systems in support of these operations to provide continuous citywide availability of functional ambulance vehicles for duty in order to deliver optimum fleet services.

Examples of Typical Tasks

Conducts studies related to the optimum utilization of fleet services equipment, including such factors as age of equipment, state of repair, length of time between maintenance checks, replacement value of existing equipment, etc. Makes recommendations to develop changes in maintenance systems, methods and procedures to get maximum and most cost effective use of fleet vehicles and related equipment. Implements changes to such policies and schedules, as needed.

Assists in fleet maintenance planning through consultation with management and professional supervisory staff to assure optimal performance of Fleet Services.

Reviews operational vehicle statistics and works with the supervisor to reassign and reroute motor vehicle operators and repair crew mechanics to resolve problems.

Directs the testing and inspection of new and repaired vehicles.

Reviews the acceptability of automotive repairs, automotive equipment, parts and supplies to ensure the proper enforcement of contracts and compliance with order or contract specifications.

Acts as liaison with vendors supplying vehicles to Fleet Services, including the receipt of new vehicles.

Assists in planning and developing, and may conduct training programs to maintain proficiency of personnel in implementation of systems, methods and procedures.

Evaluates and revises procedures, and devises forms or methods to improve efficiency of work flow.

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Examples of Typical Tasks (continued)

Supervises staff as assigned.

Reviews, prepares and revises manuals and procedures.

Performs related work.

Qualification Requirements

1. A baccalaureate degree from an accredited college in business administration, public administration, or a related field and one year of full-time satisfactory experience in a supervisory or administrative capacity in business management systems, general administration, medical/patient systems administration, emergency medical service as an EMT, or in motor transport vehicle management, servicing, and repair operations; or
2. A four-year high school diploma or its educational equivalent and four years of full-time experience as described above; or
3. Education and or experience equivalent to "1" or "2" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.