



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Maintenance Planner
DEPARTMENT.....: Public Works
DIVISION.....: Forced Drainage
CLASSIFICATION/GRADE.....: 108
REVISED.....: 07/2021
REPORTS TO.....: Public Works Operations Manager
REVIEWED.....: 07/2021
WAGES.....: Non-Exempt (Hourly)

SUMMARY:

Under the direct supervision of the Public Works Operations Manager, incumbent will independently gather data, prepare, and maintain a preventative maintenance program for all drainage lateral ditches and fall outs. Other technical assignments are required to accommodate Drainage Department Operations.

BASIC FUNCTIONS:

1. Perform daily updates and maintenance on the vegetation database and layer on Arc Map program.
2. Provide contractors with necessary maps, measurements, work orders, access to right-of-ways and review all invoices.
3. Drawing and entering new items in database gathered from field and Superintendents.
4. Inspect laterals, levees, aquatics, and drainage pump stations, to prepare maintenance schedules and routes.
5. Maintain spreadsheets for Drainage vegetation maintenance.
6. Research map and subdivision plats at courthouse.
7. Investigate complaints from public and contractors.
8. Must be able to interpret field survey drawings.

OTHER REQUIREMENTS:

1. Must have a valid Louisiana vehicle operators' license.
2. Herbicide applicators license preferred.
3. Must have good oral and written communication skills.
4. Must have ability to operate computer equipment (GPS receiver, digital measuring device, printer, etc.)
5. Must have knowledge of the following programs: Excel, Access, and ArcGIS, etc.
6. Must be capable of working with any and all Parish Departments/Divisions and general public.

EDUCATION/EXPERIENCE:

1. Must possess a High School Diploma or equivalent.
2. Basic management experience preferred.
3. Experience in vegetation maintenance preferred.