

Find your purpose. Make an impact.

(Referral Eligible) Maintenance Planner/Scheduler

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Maintenance Planner/Scheduler, you will support the safe, reliable, and efficient operation of Drinking Water Distribution assets by planning, prioritizing, scheduling, and monitoring preventive and corrective maintenance activities. Using IBM Maximo Application Suite (MAS), you will coordinate work readiness, crew scheduling, resource allocation, contractor support, and maintenance work management to improve operational efficiency and asset reliability. You will develop reports, dashboards, and performance metrics that support maintenance planning, asset management, and operational performance objectives. Primary duties include:

- Screen and prioritize incoming maintenance work requests; define the work scope, required trades, estimated labour hours, materials, tools, equipment, drawings, permits, and safety requirements.
- Conduct field reviews when needed to confirm job scope and site conditions.
- Support and collaborate with the Maintenance Engineer on preventive maintenance program updates based on equipment history, failure trends, and feedback from technicians.
- Prepare maintenance reports, dashboards, and performance updates as required.
- Build maintenance schedules based on priority, resource availability, parts readiness, equipment access, and operational needs.
- Support shutdown, outage, turnaround, and major repair schedules.
- Build and manipulate GIS to pull asset data, create maps and analyze asset information.
- Collaborate with Maintenance engineer to analyze maintenance performance data to identify recurring failures, planning gaps, scheduling constraints, and improvement opportunities.
- Ensure contractor work is properly scoped, scheduled, documented, and aligned with site requirements.
- Participate in incident reviews and continuous improvement activities when maintenance planning is a contributing factor.

Qualifications

- A completed diploma in Engineering (Civil, Mechanical, or related), Business Administration, Technology, or a related field and at least 5 years of experience in maintenance planning, scheduling, coordination, operations, or skilled trades; OR
- A degree in Business Administration, Technology, or a related field and at least 3 years of experience in maintenance planning, scheduling, coordination, operations, or skilled trades.
- A valid Class 5 Driver's License (or provincial equivalency) with no more than 6 demerits and no current charges or suspension pending is required.
- Experience must include using a Computerized Maintenance Management System (such as IBM Maximo), preventative maintenance and asset management, data analysis and reporting, drinking water distribution or pressurized infrastructure, and safety/permit processes.
- Proficiency with Microsoft Excel, Outlook, Word, and Teams is essential.

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- Proficiency with GIS would be considered an asset.
- The successful candidate will demonstrate strong problem solving, communication, planning, and organizational skills, along with customer service and analytical thinking.

Working Conditions: Office environment with occasional field visits.

Note: This position is eligible for a referral incentive under the Employee Referral Pilot for water-related Recruitment.

Pre-employment Requirements

- Applicants will be tested for appropriate skills.
- Successful applicants must provide proof of qualifications.

Position and Pay Information

- **Business Unit:** Water Utility
- **Union:** CUPE Local 38
- **Position Type:** 2 Permanent
- **Compensation:** Pay Grade 10 \$44.01 - 58.82 per hour
- **Hours of work:** Standard 35 hour work week
- **Days of work:** This position works a 5-day work week with 1 day off in a 3 week cycle.
- **Location:** 651M 25 Avenue SE
- **Audience:** Internal/External
- **Apply By:** October 7, 2026
- **Job ID:** 315207