



**Facilities Development
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Marcos, Sonoma, Stanislaus

This document details the Shop Schedule Line of Authority to clarify who has authority to manage and oversee the schedule.

Directive:

The Sr Associate Director ultimately has authority over the scheduling of work for all Maintenance & Operations shops and personnel. This authority is granted as the Appropriate Administrator assigned to oversee this effort, as directed in the Position Description and delegated by the Director of M&O.

In order to conduct the scheduling of work for all M&O shops and staff in an expeditious manner this authority has been granted to the Sr Planner/Scheduler. The Sr Planner/Scheduler obtains their directions from the Sr Associate Director and is tasked to make and execute all decisions necessary to ensuring M&O scheduled are developed and conducted appropriately.

All M&O staff required to provide input or coordinate this schedule are to do so with the Sr Planner/Scheduler, recognizing that they are authorized and acting as an agent of the Sr Associate Director in that duty. This includes all Trade and Crew Supervisors and Leads as well as Facility Project Supervisors. The authority granted to the Sr Planner/Scheduler requires all who provide input or additional coordination to the schedule to provide this information to the Sr Planner/Scheduler in a manner that is timely.

Additionally, other M&O Appropriate Administrators shall assist in providing input and direction on the execution of the schedule, and are expected to contribute their expertise and advice to the Sr Planner/Scheduler; who will make final determination for execution of needs and changes as they deem necessary.

Thank you

David Schultz, Sr Associate Director Maintenance and Operations