



October, 2017

FINAL DRAFT

ASSET MANAGEMENT PROGRAM MANAGER Salary Grade 520

DEFINITION

Under direction, plans, organizes, and manages the physical asset rehabilitation and replacement program to enhance Operation and Maintenance (O&M) capabilities; oversees the whole lifecycle of District wastewater collection and treatment and recycled water distribution system assets; provides professional support to the District's engineering program operations and projects; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Senior Civil Engineer. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a single-position program management classification wherein the incumbent is responsible for planning, organizing, and managing the physical asset rehabilitation and replacement program and making engineering recommendations and decisions regarding the lifecycle of District wastewater collection and treatment and recycled water distribution system assets. This position exercises independent judgment on asset life cycles with significant accountability and ongoing decision-making responsibility; incumbents at this level must possess registration as a Professional Engineer. The incumbent is accountable for accomplishing planning and operational goals and objectives for the program and for furthering District goals and objectives within general policy guidelines. This class is distinguished from Asset Management Analyst in that the latter has responsibility for maintenance of the computerized maintenance management system (CMMS) but does not make strategic decisions about refurbishing, replacement, and/or timing of infrastructure upgrades.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages the District's physical asset rehabilitation and replacement program to facilitate service delivery and reliability; develops condition assessment protocols and implements standards.
- Develops work plans for asset maintenance and renewal and inspection activities consistent with District goals and objectives for preventive maintenance and capital improvement plan development/implementation.
- Performs routine audits of asset management activities to ensure adequate use and deployment of asset management practices.
- Oversees the development, implementation, and maintenance of asset management information technology infrastructure; sources and procures contracted technology products and services within District guidelines; manages contracted services.

- Controls the structure and implementation of the District's Computerized Maintenance Management System (CMMS) and ensures the quality of the data captured for asset management purposes.
- Oversees the asset management data collection process to ensure its quality and adequacy for asset management processes and analysis.
- Prepares and presents technical reports regarding the status of the asset management efforts; formulates recommendations for business improvement activities, and prioritization of those efforts; presents report findings and recommendations to diverse audiences at various levels throughout the District.
- Provides professional support to the District's engineering programs and projects; assists in the design, preparation, and technical review and processing of engineering plans, parcel maps, and applications for service extension.
- Reviews reports, plans, and specifications for projects, ensuring compliance with District standards and requirements; coordinates facility planning with master plans, general plan amendments, and re-zoning applications; participates in pre-design, construction, and utility coordination meetings and issues construction permits.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Asset management principles, practices, and applications with specific emphasis on wastewater/water industry utility assets.
- Organization and quality management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of asset management programs.
- Principles and practices of asset management program budget development and administration.
- Principles and practices of contract administration.
- Practices of researching asset management issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Wastewater/water industry operational processes and associated assets.
- Methods and techniques of identifying and documenting system assets.
- CMMS system administration practices including methods of developing system reports.
- Engineering principles and practices as they relate to the planning, design, and construction, maintenance of wastewater and recycled water systems.
- Principles and practices of civil engineering.
- Engineering calculations and mathematics, including calculus and statistical analysis.
- Federal, state, and local regulations and guidelines related to assigned duties.
- Modern office practices, methods, and computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Administer complex, technical, and sensitive asset management programs in an independent and cooperative manner.
- Analyze complex, multi-dimensional asset management data.
- Conduct complex asset management research, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Plan, organize, deploy and administer a comprehensive automated asset management system.

- Administer and program CMMS databases.
- Coordinate system deployment and administrative tasks with external consultants and internal staff.
- Research and analyze asset management information from automated system; prepare recommendations and generate reports.
- Perform professional duties in support of the District's engineering programs and projects.
- Plan and coordinate the work of engineers, O& M specialists, and administrative personnel.
- Create, prepare, and effectively present technical and administrative reports, both orally and in writing.
- Interpret and apply District specifications, ordinances, and policies.
- Organize work, establish priorities, and meet critical deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in civil engineering or a related field.

Experience:

Five (5) years of progressively responsible of professional experience in water/wastewater utility asset management; or five (5) years of progressively responsible professional support to a water/wastewater engineering program.

License and Certifications:

- Must possess a valid Class C California Driver's License and maintain a satisfactory driving record.
- Must possess a valid Certificate of Registration issued by the California State Board of Registration for Professional Engineers.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to visit and inspect various construction sites; stand for long periods of time and walk on uneven surfaces; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, 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. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working in a field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and

hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.