

**ASSET MANAGEMENT ANALYST I**  
**Salary Grade \_\_\_\_\_**

**DEFINITION**

Under direct supervision, assists in the planning and development of computerized maintenance management system (CMMS) related systems solutions to best enhance Operation and Maintenance (O&M) capabilities to manage the whole lifecycle of District assets in wastewater collection, treatment and recycled water distribution system with the objective of providing the best possible service and solutions at the lowest possible cost and at an acceptable level of risk.

Performs a variety of engineering work, which may include project management and assisting in the design, preparation and technical review and processing of engineering plans, parcel maps and applications for service extension.

The distinguishing characteristics between the Level I and Level II include the level of responsibility exercised over decisions related to asset management, the number of years of experience in water or wastewater utility asset management, and whether the employee is certified by the California State Board of Registration for Professional Engineers.

**SUPERVISION RECEIVED AND EXERCISED**

This position reports to the Senior Civil Engineer and may exercise supervision over interns and temporary employees.

**ESSENTIAL FUNCTIONS** (Illustrative Only)

- Creates and manages a list of District assets in the treatment plant, collection system, lift stations, and recycled water distribution system.
- Performs, schedules, coordinates, oversees, and documents condition assessment inspections of existing assets.
- Participates in consultant selection for asset management studies.
- Coordinates with consultants and District employees on asset management tasks.
- Coordinates transfer of information about assets from completed capital projects into CMMS.
- Reviews asset usage and O&M costs and compares with replacement cost to propose cost-effective solutions.
- Assists in the selection of new software packages used for asset management and CMMS activities.
- Coordinates training of District employees on the utilization of the asset management tools.
- Development and recommendation of replacement/rehabilitation project priorities based on asset management program data.
- Prepares technical and oral reports regarding the status of the asset management efforts and makes recommendations for business improvement activities, and prioritization of those efforts.
- Assist in the design, preparation and technical review and processing of engineering plans, parcel maps and applications for service extension.
- Reviews routine reports, plans and specifications for projects, ensuring compliance with District standards and requirements; coordinates facility planning with master plans, general plan amendments and rezoning applications; participates in pre-design, construction and utility coordination meetings and issues construction permits.
- Creates, analyzes and presents various data (results, reports, findings, recommendations, etc.) to diverse audiences at various levels throughout the District.

- Resolves conflicts and differences of opinion in an effective manner.
- Performs other duties of a similar nature as may be required.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Basic principles, practices and methods of engineering relating to planning, design, construction, operations and maintenance of wastewater and recycled water systems.
- Knowledge of the wastewater / water industry, including detailed knowledge of wastewater / water core business processes.
- Knowledge of efficient use of Microsoft office software, including Word, Excel, Access, PowerPoint and Outlook.
- Basic engineering calculations and mathematics including calculus and statistical analysis.
- Knowledge of the federal, state and local regulations and guidelines related to assigned duties.

### **Skills**

- Demonstrated team building, group leadership, and project management skills.
- Managing projects from planning through implementation and post-implementation
- Exercising initiative and creativity in performing assigned duties and encouraging and demonstrating an enthusiastic, resourceful, cooperative and effective service attitude with co-workers and the public.
- Computer user applications as applied to the solution of engineering problems, such as Geographical Information Systems, AutoCAD and word processing, spreadsheet and database applications.

### **Abilities**

- Ability to plan and coordinate the work of engineers, O& M specialists, and administrative personnel.
- Ability to create, prepare and effectively present technical and administrative reports, both orally and in writing.
- Ability to operate a variety of standard office equipment, including computers and related software.
- Ability to learn, interpret and apply District specifications, ordinances and policies.
- Ability to gain proficiency in database systems and database programming.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain attention to detail despite interruptions.
- Ability to establish and maintain effective working relationships with others.
- Ability to assess and balance workloads and project assignments.
- Ability to make independent decisions, solve problems, and implement those decisions.
- Ability to attend work and perform duties on a regular and consistent basis.

**Education and Experience:** Any combination of education and experience that would provide the required knowledge, skills and abilities (with reasonable accommodation, if needed) is qualifying. A typical way to obtain the required qualifications would be:

Education: A bachelor's degree from an accredited college or university in engineering, construction management or other relevant area; and

Experience: Two years of full-time progressively responsible technical experience in water/wastewater utility asset management and/or operations, information systems, technical or administrative experience in water or wastewater systems or related field.

**License and Certifications:**

Must possess a valid Class C California Driver's License and have and maintain a satisfactory driving record.

This position may promote to Level II after obtaining a valid Certificate of Registration issued by the California State Board of Registration for Professional Engineers.

**Physical Demands:**

Work is performed in a normal office environment and outside in all types of weather. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs and ladders, use repetitive motions, and traverse uneven terrain. The position requires the ability to operate a telephone, computer keyboard, copier, other typical equipment and motor vehicle, vision to read materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 35 pounds.

**Other Requirements:**

May be exposed to fumes, offensive odors, dust and potentially toxic chemicals and conditions.