



**FINAL DRAFT**

**ASSET MANAGEMENT ANALYST  
Salary Grade 221**

**DEFINITION**

Under direction, provides professional support in planning, developing, designing and deploying the District's computerized maintenance management system (CMMS) solutions to enhance Operation and Maintenance (O&M) capabilities; oversees automated programs which manage 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. May provide functional and technical direction to assigned interns and temporary employees..

**CLASS CHARACTERISTICS**

This journey level classification is responsible for performing the full range of duties with respect to deploying the District's computerized maintenance management system (CMMS) solutions and providing professional support the District's engineering programs and projects. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

**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.*

- Provides professional support in the planning, development, design and deployment of the District's computerized maintenance management system (CMMS) solutions to enhance Operation and Maintenance (O&M) capabilities; assists in overseeing automated programs which manage the whole lifecycle of District wastewater collection and treatment and recycled water distribution system assets.
- Performs technical and administrative tasks related to CMMS deployment and ongoing administration; participates in consultant selection for asset management studies; serves as liaison between consultants and District employees on asset management tasks; coordinates training of District employees on the utilization of the asset management tools; assists in the selection of new software packages used for asset management and CMMS activities.
- 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.
- Performs CMMS system administration tasks; coordinates the transfer of asset information from completed capital projects into the system; ensures proper placement of data into the system.

- Analyzes CMMS database content to generate reports; reviews asset usage and O&M costs and compares with replacement cost to propose cost-effective solutions; develops and recommends replacement/rehabilitation project priorities based on asset management program data.
- Prepares technical reports regarding the status of the asset management efforts for management and engineering staff.
- 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 routine 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:**

- Principles and practices of asset management, documentation and utilization.
- Operational characteristics of automated asset management systems.
- 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:**

- Provide professional support to the deployment and administration of 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 engineering, construction management, or a related field.

**Experience:**

Three (3) years of progressively responsible professional experience in water/wastewater utility asset management or engineering programs.

**License and Certifications:**

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

**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 District facilities; stamina to stand for long periods of time and work 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 District sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 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 temperatures 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.