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| Position: Asset Management Specialist | AFSCME Union |
| Department/Site: Public Works/City Hall | FLSA: Non-Exempt |
| Evaluated by: Information Technology Supervisor | Salary Grade: 35 |

Summary

Performs advanced technical & professional support for Asset Management activities and software, applying technical knowledge across a spectrum of Asset Management components. Performs advanced design, data input, reporting, documentation, and analysis in conjunction with related field work.

Distinguishing Career Features

Design, implementation and maintenance of City Asset resources using specialized software, reporting, and knowledge. Conveys information about Asset management features tracked by Public Works and potentially other departments. This may include map production in support of Asset Management requests, project management, participation in the development and maintenance of electronic databases for use in Asset tracking and reporting, providing reports to City staff, other government agencies and the general public. Exercise of independent judgment and initiative is expected from this position. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the assigned supervisor, other City employees, other government agencies, and the general public. The principal duties of this class are performed in a general office environment but may include field work as needed for training or testing of equipment.

Essential Duties and Responsibilities

- Asset Management - software development, documentation, and support. This includes associated products such as Lucity or similar products, , Granite TV pipe inspections, GeoResults mobile, and other software in support of Asset management.
- Related Asset Management support to include laptops, tablets, mobile phones and field hardware.
- Software and support liaison between field crews and IT/PW.
- Troubleshooting and support in general of software and hardware used in utility maintenance and Asset Management. Coordinates work with other IT staff.
- Office skills including use of Access, SQL and relational databases as it relates to Asset management administration.
- Performs advanced reporting using existing Asset and related databases. Performs advanced analysis, evaluation and system design work; Organizes complex data for purpose of analysis and reporting. Collects, analyzes, summarizes, and stores programmatic data to improve program effectiveness using computers, source documents and other records.
- Coordinates Asset management projects and software development by designing and coordinating technical work performed by Public Works staff. Works closely with GIS staff and tools. Reviews related work products.
- Assists with development of applications related to Asset management, GIS, and other city reporting and analysis software, specifically Lucity.

- Compiles information from existing systems for reports. Researches and develops new tools for financial forecasts, predictive workflows, and analytic reports. Organizes and standardizes formatting. Prepares and maintains required reports for internal and external customers.
- Responds to inquiries and conveys information about Asset management provided by the department.
- Assists Public Works management with development of budget proposals, maintaining communications with work teams on status and information needs. Maintains approved budgets, transaction records, and audit trails, including those for special projects, contracted services, and grant-funded activities.
- Assists with purchasing and other financial processes. Receives, verifies and processes invoices for equipment, supplies and services purchased by the department.

Qualifications

▪ Knowledge and Skills

The position requires specialized technical knowledge workflows, data collection, processing, and analysis related to Asset management administration. Requires in-depth knowledge of and skill in the use of Lucity or similar software and integration to enterprise datasets and applications such as Granite and GIS. Ability to design and modify software in support of changing needs and requests. Requires an in-depth knowledge of common office productivity software. Ability to envision, modify, and create predictive maintenance plans for automation. Creates presentations of Asset, financial, scheduling, and related information for crews and management. Requires a working knowledge of storm, sewer, street, water, and other utility features to support field crews in maintenance, data collection, and reporting. Requires understanding of GIS programs adequate to participate in design recommendations. Requires sufficient math skills to perform cost, and statistical calculations, record distances and geographic measures, and economic/budget analysis. Requires sufficient English language skills to document files and drawings, write technical specifications, and prepare contract or bid language. Requires sufficient human relation skills to convey Asset Management and other utility terminology to others, to train, and perform quality assurance. Requires the ability to work cooperatively with all citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

▪ Abilities

Requires the ability to carry out the essential functions of the position. Requires the ability to coordinate and review certain aspects of projects. Requires the ability to apply Asset management software techniques and prepare basic maps. Requires the ability to perform detailed work thoroughly, neatly, accurately and efficiently. Requires the ability to properly use and care for hardware and software. Requires the ability to read and interpret standard field notes, engineering and construction drawings, and technical specifications. Requires the ability to perform a variety of tasks including responding to Public Work requests, producing maps through applications designed by GIS staff, and explain additional Asset management requirements to other City staff needed. Requires the ability to read and interpret maps, aerial photographs, mapping coordinates, survey documents, legal documents containing boundary information, right-of-way information, and as-built documents. May be called on to conduct field data collection and inspections. Requires the ability to train and offer partial leadership over other technical and support staff.

- **Physical Abilities**

The incumbent performs work of a sedentary to moderately active nature. Requires sufficient ability to sit for extended periods of time, move to project locations, to stand for intermittent periods of time, and to bend, stoop, and reach for limited periods of time to retrieve work materials. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and peripheral equipment. Requires visual acuity to create and read three-dimensional and detailed drawings and observe structural work-in-progress. Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

- **Education and Experience**

The position typically requires an Associate's degree or equivalent education and 5 years progressive experience in analysis, design, reporting, and database management.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where minimal safety considerations exist.

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This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.