

ASSET MANAGEMENT ADMINISTRATOR

DEFINITION

Under general direction, plans, organizes, directs, and participates in asset management activities, including developing, implementing, and maintaining the District's asset management program; oversees program activities and recommends, develops, and coordinates District asset management initiatives; coordinates with management and supervisors to develop work plans and schedules to optimize resources; researches, compiles, analyzes, and documents asset specifications, condition, location, vendor-recommended maintenance schedules, performance metrics, and related information; uses a computerized maintenance management system (CMMS) to maintain and track maintenance-related records for equipment and repair job histories, work activities, preventive maintenance schedules, facility logs, and material usage; generates a variety of asset performance and maintenance reports; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over professional staff.

CLASS CHARACTERISTICS

This classification exercises independent judgment on diverse and specialized programs and activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in areas of expertise. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (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 typical functions of the job.

- Provides leadership in the development of goals, objectives, policies, and procedures for the District's asset management program; recommends and implements policies and procedures including standard operating procedures for the program.
- Monitors activities of the asset management program; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes and reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and projects with those of other sections, departments, and outside agencies.
- Participates in the development and administration of annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; trains staff in work procedures and asset management best practices; evaluates employee performance,

counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.

- Develops, implements, and maintains procedures to collect and maintain asset data, including standard nomenclature, development and assignment of asset codes, and asset specifications such as cost, group, type, area, and/or criticality codes and descriptions, and similar information describing the equipment in the CMMS database for maintenance management transactions.
- Manages the addition of new assets and retirement of assets removed from service; coordinates closely with Engineering staff to ensure new projects are properly added to the CMMS database.
- Assists supervisors and management in establishing maintenance timeframes and expectations and to facilitate staffing, resource, and cost forecasting.
- Works with operations, maintenance, and engineering management to develop, implement, and maintain preventive, predictive, and corrective maintenance and capital improvement planning programs for equipment and facilities by researching and documenting vendors' maintenance schedule recommendations, management guidelines, field verification of special conditions and work practices, and conferring with management and staff on infrastructure, facilities, and equipment maintenance needs.
- Directs and/or performs field inspections and investigations to collect and document asset specifications, condition, location, performance metrics, and related information.
- In coordination with information technology staff, develops report formats to meet management and budget planning needs; works with information technology staff to develop, upgrade, and modify systems to provide the required data and ensure system performance.
- Partners with finance and engineering to review and ensure accurate capitalization and depreciation of assets.
- Serves as the CMMS database administrator; monitors to ensure proper data input and reporting; creates and maintains user profiles and assigns access rights; customizes database framework including templates, records, codes, and descriptions; and provides training to other system users on use of the database.
- Develops various reports, analyzes data, and makes recommendations to management in methods to increase asset life and reliability, reduce backlog of work orders, and increase productivity.
- Reviews equipment records, equipment histories, asset record data, plans, sketches, and similar information and documentation for accuracy and completeness; makes corrections to ensure data quality.
- Monitors power consumption at District sites to help monitors site and asset performance; monitors renewable energy systems to track performance and identify changes in productivity; researches and stays abreast of energy program incentives and assess applicability to District operations.
- Represents the District at professional or industry group meetings and remains current on new developments in the field of asset management.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods including goal setting, policy and procedure development, and program development and implementation.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget development and administration.
- Principles and practices of a comprehensive asset management program including development of predictive, preventative, and corrective maintenance plans.
- Methods and techniques of evaluating materials and equipment and assigning asset codes consistent with approved nomenclatures.
- Principles and practices of CMMS database administration, including writing queries and generating reports.
- Methods to monitor power consumption and renewable energy systems.
- Operational characteristics and maintenance principles, methods, and techniques related to water treatment and distribution, wastewater collection and treatment, and recycled water systems, infrastructure, facilities, and equipment.
- Basic practices, procedures, and nomenclature used in engineering or vendor specifications, drawings, and blueprints.
- Practices of researching asset management issues, evaluating alternatives, making preliminary recommendations, and preparing reports and related correspondence.
- Modern developments, current literature, and sources of information regarding comprehensive asset management.
- Principles and practices used to establish and maintain files and record keeping systems.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned function.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide leadership in developing and implementing program goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Administer and maintain CMMS database.
- Read, interpret, and understand technical manuals, specifications, blueprints, diagrams and schematics, shop drawings, and sketches.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, document, and maintain asset information.
- Review equipment and materials and properly classify them for asset management purposes.
- Monitor power consumption and renewable energy systems; and stay abreast of energy program incentives.

- Conduct research, evaluate alternatives, make sound recommendations, and prepare effective, clear, and concise reports, correspondence, policies, procedures, and other written materials.
- Develop and administer assigned budgets and accurately track and process revenues and expenditures.
- Evaluate and develop improvements in procedures, policies, or methods.
- Direct and participate in the maintenance of accurate and comprehensive asset records and files.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training 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 college or university with major coursework in engineering, finance/accounting, business administration, or a related field.

Experience:

- Five (5) years of increasingly responsible experience in developing, administering, and/or providing technical support to an asset management program.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting.

PHYSICAL

- Level Two

Incumbents require sufficient mobility to work in an office and field setting; push, pull, lift, and/or carry moderate amounts of weights up to 50 lbs.; stand, stoop, reach, bend, kneel, squat, and walk on uneven terrain, loose soil and sloped surfaces; reach and twist; frequent use of small hand tools, mechanical and electrical parts; may be exposed to periods of ambient noise levels; operate assigned equipment and vehicles; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.