

ASSET MANAGEMENT TECHNICIAN I/II

DEFINITION

Under immediate (Asset Management Technician I) to general supervision (Asset Management Technician II), performs technical duties in support of implementing and maintaining the District's asset management program; researches, collects, compiles, 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, preventative 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 immediate (Asset Management Technician I) to general (Asset Management Technician II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Asset Management Technician I: This is the entry-level classification in the Asset Management Technician series. Initially under close supervision, incumbents learn and perform routine technical duties including utilizing CMMS database to maintain and track assets and to ensure accuracy of asset management data with existing source data and field observations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Asset Management Technician II: This is the fully qualified journey-level classification in the Asset Management Technician series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising 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. This class distinguished from the Asset Management Coordinator in that the latter is responsible for developing, coordinating, implementing, and maintaining the asset management program.

Positions in the Asset Management Technician class series are flexibly staffed; positions at the II-level are normally filled by advancement from the I-level. Progression to the II-level is dependent on satisfactory work performance, the incumbent meeting the minimum qualifications for the classification including any licenses and certifications, and management approval for progression to the II-level.

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.

Positions at the Asset Management Technician I-level may perform some of these duties and responsibilities in a learning capacity.

- Performs field inspections and investigations to collect and document asset specifications, condition, location, performance metrics, and related information.
- Documents and creates new asset codes following established nomenclature; modifies asset specifications such as cost, group, type, area, or criticality codes and descriptions
- Maintains and updates CMMS database including asset registry and records, identification hierarchy, and repair and maintenance history.
- As new assets are deployed, gathers asset specifications, inspects equipment, and retrieves serial number and attaches and maintains data tags.
- Provides CMMS reports and data to operations, maintenance, and engineering management and supervisors to support the development, implementation, and maintenance of preventive, predictive, and corrective maintenance and capital improvement planning programs for equipment and facilities.
- Researches and documents vendors' maintenance schedule recommendations, management guidelines, conducts field verification of special conditions and work practices, and confers with management and staff on infrastructure, facilities, and equipment maintenance needs.
- Works with information technology staff to upgrade and modify systems to provide the required data and ensure system performance.
- Assists in creating and maintaining CMMS user profiles and assigns access rights; provides training to other system users.
- Reviews equipment records, equipment histories, asset record data, active and completed work orders, plans, sketches, and similar information and documentation; verifies accuracy of information, researches discrepancies, and records information; ensures quality control of reports and data.
- Assists in tracking power consumption at District sites to identify trends and maximize operational efficiency.
- Assists in monitoring renewable energy system performance and reporting results.
- Remains current on new developments in the field of asset management.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Asset Management Technician I-level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Basic principles and practices of a comprehensive asset management program.
- Methods and techniques of evaluating materials and equipment and assigning asset codes consistent with approved nomenclatures.
- Principles and practices of CMMS database administration, including data maintenance and generating reports.
- 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.
- Principles and practices used to 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:

- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- 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.
- Research, document, and maintain asset information.
- Review equipment and materials and properly classify them for asset management purposes.
- Prepare effective, clear, and concise reports, correspondence, and other written materials.
- Maintain accurate and comprehensive asset records and files.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and 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 completion of the twelfth (12th) grade supplemented by college level coursework or trade school training in asset management, mechanical maintenance, or a related field.

Asset Management Technician I

- One (1) year of experience providing technical support to an asset management program within a large waterworks system or three (3) years in the mechanical and/or electrical maintenance and repair of a large water/wastewater utility system.

Asset Management Technician II

- Three (3) years of increasingly responsible experience providing technical support to an asset management program within a large waterworks system or equivalent and related responsibilities to experience as an Asset Management Technician I.

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.