

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 221

ASSET MANAGEMENT/PROJECT SPECIALIST

GENERAL

Responsible work implementing and maintaining the Utility's Asset Management and projects programs. Must demonstrate passion and commitment for accuracy in data management, collection and reporting. Work is performed under general direction.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Implements and maintains the Utility Asset Management System and associated software.
- Assists in the development of the system implementation, testing and maintenance strategies.
- Conducts staff training classes and provides assistance and support to staff in the use of the Asset Management System.
- Performs system maintenance and assists with system upgrades as necessary
- Conducts data entry and assists staff performing that function
- Performs quality checks on data entry and system use and operation
- Generates reports and trains staff on producing reports
- Coordinates with other City departments relating to computer and system technical matters
- Tracks and coordinates utility projects in order to assist with project completion, including obtaining quotes from vendors, and ordering equipment and services as needed

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Computerized Maintenance Management Systems (CMMS).
- Knowledge of Best Management Practices of Asset Management & Maintenance tracking.
- Strong computer skills required including operating and maintaining software and hardware components.
- Strong database management skills and cloud based security knowledge.
- Strong written and oral communication skills, including public speaking required.
- Experienced speaking effectively to large groups and conducting training sessions.
- Working knowledge of utility operations including, water wastewater, reuse and distribution and collection systems preferred.
- Ability to work with SCADA systems and to become proficient with H.T.E. system.
- Ability to work with other City departments, regulatory agencies, vendors and public groups.
- Strong organizational skills and meticulous record keeping ability required.
- Ability to write technical/instructional documents and standard operating procedures.
- Ability to work in efficiency groups to improve efficiency and quality of existing processes.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree with major coursework in computer science, IT and communications. Three years of experience working with CMMS, computer systems and databases preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, computer and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record. Incumbent will be required to work extended hours during and after hurricanes or other disasters.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Created: 8/14 ML
Bargaining Unit: Non-Bargaining
FLSA: Non-Exempt
Classification: 26/50
Location: Utilities Department
GERS: Regular Class