

**ASSET MANAGEMENT/PROJECT SPECIALIST**

**GENERAL**

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

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Implements and maintains the Utility Asset Management System (IBM Maximo Enterprise Asset Management EAM 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 and Mobile Work Order Management System
- Conducts role and process-based training on the functionalities of the system
- Conducts periodic asset-walk downs to ensure physical assets specification are up to date
- 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
- Assists Water Treatment Plant Team with special projects
- Update Utilities Capital Improvement Projects (CIP) related to Asset Management and other City projects tracking program progress and for transparency purposes
- Reviews and analyzes systems and processes that employ IBM Maximo Enterprise Asset Management System, SCHAD Mobile Work Order Management Application and Computer-based process control System Supervisory Control and Data Acquisition System (SCADA), to meet the changing needs of the Division
- Leads SCADA Projects, researches and makes recommendations for the integration of SCADA into IBM Maximo EAM System with future upgrades and continued SCADA security in mind
- Serves as liaison between SCADA and Maximo subcontractors to ensure testing for seamless software integration while ensuring that SCADA data is decipherable to Maximo EAM System prior to implementation
- Tracks and coordinates utility projects in order to assist with project completion, including obtaining quotes from vendors, and ordering equipment and services as needed
- Prepares contract documentation for Cloud Hosting Services-Maximo as a Service (MaaS), IBM Maximo User Subscription Renewal, SCHAD Work Order Management Mobile User Licenses.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Computerized Maintenance Management Systems (CMMS).
- Knowledge of Best Management Practices of Asset Management & Maintenance tracking.
- Ability to maintain an awareness of new applications, technologies, technical methods, trends, and advances in the profession: reviews professional publications, technical manuals, and websites to increase knowledge of network operations; attends conferences, workshops, and training sessions to keep abreast of industry trends and regulations.
- 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, communications and data analysis. Four years of experience working with Computerized Maintenance Management System (CMMS), management information systems and relational databases; experience working with IBM Maximo 6.2 or higher preferred. Above average analytical skills related to various maintenance activities. Working knowledge of Work Order Management Mobile Applications. Experience with administration and integration of Supervisory Control and Data Acquisition (SCADA) system preferably in water or wastewater treatment industry, Structured Query Language (SQL), Advanced Excel, and Project Management. Lean 6 Sigma Green Belt.

*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.*

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification:** 29/50

**Location:** Utilities Department

**GERS:** Regular Class