

CITY OF MARCO ISLAND, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ASSET MANAGER

PURPOSE OF CLASSIFICATION

Under general supervision, the purpose of the position is to provide for the receipt, identification, recording, storage, and custody of all Public Works and Utility (streets, water, wastewater and drainage) assets. Employees in this classification are responsible for maintaining the Utility Department's Computerized Maintenance Management software and database and the integrity of detailed records of all assets from purchase to disposal. In addition, this position will be responsible for all mapping activities of street, drainage, water and wastewater treatment facilities maintenance, water distribution system, wastewater collection and reuse water distribution systems.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Update and maintain Aztec System's City Works Asset Database in order to track life cycle of all Public Work's and Utilities' assets.

Maintains a working knowledge of asset management and mapping software (City Works and ArcGIS) and hardware technologies which may improve operations, and develops recommendations accordingly.

Develops and maintains geodatabase utility model standards to ensure accuracy of records.

Coordinate with contractors and engineers of new utility projects and secure as-builts to incorporate into the City's GIS system. Perform or oversee updates to Utility Department's GIS system.

Analyze proposals, process requirements, and related technical data pertaining to inspection, auditing and mapping of water, wastewater, distribution/collection, and transmission systems.

Responsible for the successful inventory of all utility and street equipment and assets.

Identify current and future maintenance requirements based upon the specific requirements of each asset.

Provides direction and example for interpretation and application of Public Works asset management policies and procedures to the field service maintenance activities.

Assists with achieving financial objectives by providing data to help prepare an annual maintenance budget, scheduling expenditures, analyzing variances, and initiating corrective actions.

Helps support the design, implementation, and modification of preventive maintenance programs by reviewing production, quality control, and maintenance reports and statistics in order to bring all systems into conformance with desired operational standards.

Advises management of new developments which may affect maintenance, schedule, costs, and/or customer relations.

Reports all upcoming maintenance issues for daily, weekly and monthly preventative maintenance schedules.

Manage event preventative maintenance alerts in City's Asset Management software.

Maintain supplier records, service level agreements, and warranty information.

Maintenance tracking for leaks/repairs, hydrant replacements, valve exercising, sewer backups, parts in storage, flushing of lines and hydrants, low pressures, and grease problems/blockages.

Trains City staff on the various technical products which Cityworks possesses.

Electronically attaches historical CAD and drawing documents (Adobe PDF files) to specific assets which are spatially located within the City utility system.

Maintains several interactive web mapping products for City customer use.

Responsible for the daily maintenance and updates of the utility's Wonderware Historian SCADA data retrieval system.

Provides management over the utility department's records and drawings library which contains numerous as-builts of all City-owned utilities and plant building.

ADDITIONAL FUNCTIONS

While the tasks listed in this section are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assists other City departments with project maps and property ownership mailing lists.

Provides wide format printing for other City departments.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Possession of a baccalaureate degree from an accredited college or university, supplemented by minimum of five (5) years previous mapping experience in ArcGIS, ArcView, ArcEditor or ArcINFO. Ability to read construction drawings, and working knowledge of AutoCAD Lite software. Four (4) years of progressively responsible experience in operations or maintenance preferably in a small to medium water, power or wastewater facility and/or in a public works or utilities department, including two (2) years of management experience. Prior experience with Azteca System's CityWorks Asset Management software is desirable.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judgment whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Requires knowledge and prior use of AcrSDE geodatabases.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use word processing, spreadsheet, database and ArcGIS mapping software. Some minor database programming will be needed from time to time.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Leadership: Provides management over the utility department's records and drawings library. Gives daily guidance to the document and records specialist. Responsible for their weekly time sheets and leave slips.

Customer Service: Effective communication skills including the capability to communicate with contractors and engineers using construction terminology.

Financial Accountability: Responsible for the annual budget and capital improvements project of the asset management section of the City's utility department. Reviews and accesses all purchases for this department.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-30 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Marco Island is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.