



City of Irving Job Description

Asset Management Coordinator

FLSA Status:	EXEMPT	Job Department:	Water Utilities
Job Code:	U111	Reports To (Job Title):	Water Utilities Director

PURPOSE

To oversee and support the asset management effort through maintenance of the configuration and reporting functions of the asset management system (Cityworks), asset evaluation and ranking, and other essential business processes. Implement and improve systems that deliver timely, reliable data upon which management can make informed decisions about short- and long-term care of capital assets and maintenance resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Design, develop, guide, and manage the implementation of infrastructure asset management systems, including the development of concepts, data base design, cost estimates and procurement, decision making systems, and data collection methods.
- Develop and implement improvement plans for capturing essential business process data within the asset management software and GIS based on input from management and staff stakeholders.
- Configure and customize the asset management software to reflect the updated workflow; inform and train staff on asset management workflow changes.
- Query and cleanse data from various database sources and evaluate and rank infrastructure in order to rank water main and sewer main replacement candidates for the CIP program.
- Build and distribute reports using report generator software that provides management and staff with vital Key Performance Indicators (KPI) data, required metrics and operational efficiency indices.
- Coordinate with GIS and the Information Technology (IT) Department on planned changes and upgrades to the asset management software, GIS and other essential systems.
- Troubleshoot various software systems, working with software support representatives, and implement solutions.
- Provide basic and advanced training and technical support to all Water Utilities staff regarding use of the asset management system; serve as a troubleshooting resource for GIS, Microsoft Office products and other software products essential to Water Utilities.
- Support Lean Six Sigma Teams and other business process improvement initiatives by serving on teams or as a subject matter expert.
- Create work order options and parameters that allow for various types of work orders to meet the full scope of utility operations business needs.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Work with the IT Department to provide daily support with field hardware and ensure that field crews have functioning hardware to perform their duties.
- Deliver training regarding water-related topics, including Basic Wastewater and Wastewater Treatment in support of TCEQ licensing training.
- Respond to Open Records Requests within established deadlines.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 110 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Monitors Capital Improvement Program (CIP) funds tied to asset replacements and rehabilitations.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- A Bachelor's in Public or Business Administration, (Construction) Management, Information Technology, Engineering, Geography, Environmental Science, or another related field of study; *or*
- An equivalent qualification, such as an Associate's in a related field of study and two (2) years of additional experience.

EXPERIENCE

- Two (2) years of relevant experience, including experience with a Computerized Maintenance Management System (CMMS), as well as, performing work in a lead capacity.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- Industry Terminology: Commonly understood phrases and concepts with respect to Risk Management and Employee Benefits.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Government Policy: Policies, operations, and processes at the local, state, and national levels.
- Best practices in Asset Management Systems; report processing and data management.

- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite.
- Economics: Principles and practices of the financial markets, banking, and the analysis and reporting of economic data.
- Municipal Operations: Current social, political, organizational, and economic trends affecting municipal government.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.
- Contract Management: Methods for administering and managing contracts, understanding the terms and conditions of contracts, and payment thereof.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Executive Summary: Synthesizing and simplifying complex concepts for executive audiences.
- Functional Supervision: motivating, developing, and directing people as they work.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- Planning: Sensing the environment and setting goals and objectives.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Strategic Planning & Research: Informed by experience, developing and implementing strategic plans, outcomes measurement, and evaluation. This includes performing data analysis, as well as summarizing, interpreting results/findings, and making presentations.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Tailored “Two-way” Communication: With Excellent Effectiveness, translating non-technical user needs into technical requirements, as well as technical systems and procedures for non-technical user training.
- Written and Oral Expression: Effectively communicating information and ideas in writing, as well as through speech, so others will understand, and as indicated by the needs of the audience.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Interacts with a wide variety of city staff from support staff through department director level as well as external customers for problem solving and explanatory purposes. Contacts with vendors are also critical to effective work products and results.

EQUIPMENT AND PROPERTY

Operate assigned city vehicle for travel to and from work sites; use the full range of general office equipment, including computers, printers, copiers, fax machines, and telephone systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to grasp, listen, reach, see, sit, stand, talk, and walk. Frequently, s/he is required to balance, crawl, kneel, push or pull, and stoop. Occasionally, s/he is required to drive a vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is low. Work takes place in an office environment.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.