



## JOB DESCRIPTION

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**TITLE:** Functional Analyst (CMMS)  
**STATUS:** Non-union/Non-exempt  
**GRADE:** 15

### **JOB SUMMARY:**

Incumbent is responsible for managing the District's computerized maintenance management system (CMMS), including: implementation, configuration, development, troubleshooting, and quality assurance of system data in support of the District's operations and its asset management.

### **REPORTING RELATIONSHIPS:**

The position reports to the Administrative Manager within the Maintenance and Operations Department.

### **ESSENTIAL DUTIES** include the following:

- Manages the operation, maintenance, and use of the CMMS;
- Assist with the management and expansion of assets within the CMMS, including collecting, scrubbing, processing, updating, and verifying data;
- Initiate and drive process and data improvement efforts. Coordinate and oversee the resolution of data integrity gaps by working with individuals and work teams;
- Develop and conduct training sessions (traditional classroom, face-to-face and hands on demonstrations) that provide new and existing District personnel with a thorough understanding of all aspects of the CMMS;
- Collaborate with managers, supervisors, and maintenance crews to create and update work orders, preventive maintenance schedules, task lists, and system asset information.
- Develop reports on key metrics to promote efficient operations and maintenance of District assets;
- Provide support and troubleshooting to application users, elevating issues as appropriate. Coordinate with vendors, IT staff, and end users to resolve complex issues;
- Administer CMMS network through set up and deletion of users, maintenance of user security, and table administration. Coordinate, implement, and sustain interfaces between the CMMS and integrated systems;
- Create technical and end user operational manuals, guidelines, or procedures. Update documentation as needed for system changes, enhancements, or updates;
- Coordinate software upgrades and optimization activities. Conduct testing of core processes and application integrations prior to implementing changes;
- Participate in periodic inventory counts, investigating discrepancies and reconciling previous year with current year inventory. Add/maintain inventory and stock rooms as needed;
- Research latest tools and technologies within CMMS systems and be familiar with new trends and innovations in the field;
- Perform all other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Skill in:**

- Researching problems and initiating solutions;
- Creating clear and concise user documentation, training materials, and training classes;
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Report writing;
- Gathering, analyzing, and interpreting data utilizing a computer, software programs, and other tools;
- Translating technical information to be easily understood by non-technical personnel;
- Change management techniques that foster user adoption;
- Facilitating group meetings and discussion;
- Making presentations to decision makers, members of the public, and other stakeholders;
- Providing quality customer service; and
- Public policy analysis.

### **Knowledge of:**

- Current MS Office tools and Windows desktop operating systems;
- Technology systems including maintenance management systems, Structured Query Language (SQL), and database management;
- Research methods;
- Basic quantitative analysis; Analytical methods/techniques;
- Data management and system/database philosophy, standards, and best practices, including data Quality Assurance and Quality Control (QA/QC);
- Project management processes, tools, and techniques;
- Operating office equipment and tools such as phones, fax machine, copiers, computers, software and databases.

### **Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be three years of related experience and a four year degree in public administration, public policy, business administration, information technology, or a related field.

### **WORKING CONDITIONS:**

Duties are primarily performed in an office environment while sitting at a desk or computer terminal but may also require travel to meetings and field inspections. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic, loud noises, and construction hazards.

### **PHYSICAL REQUIREMENTS:**

This position typically requires balancing, reaching, walking, lifting, finger dexterity, grasping, talking, hearing, seeing, navigating uneven ground independently, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved: March 18, 2019