



JOB DESCRIPTION

TITLE: Asset Manager
STATUS: Non-Union/FLSA Exempt
GRADE: 17

JOB SUMMARY:

Under broad guidance, the Asset Manager is responsible for providing the leadership and knowledge to advance the development and management of AWWD's Asset Management Program. Leads an interdepartmental team tasked with assessing the condition of AWWD's water and wastewater infrastructure systems and assets, and to develop a program of prioritized, long-term needs using a risk-based decision making process. Develops and maintains processes related to the asset management program, including asset management plans, asset class strategies, maintenance procedures, and asset information management.

Carefully utilizes professional knowledge, expertise, guidelines, policies, and creative alternatives to make non-routine judgments and develop recommendations to management regarding complex issues and policies. Uses independent discretion and selects appropriate methods to solve problems, fulfill assignments, accomplish projects, and balance competing priorities.

REPORTING RELATIONSHIPS:

This position reports to the General Manager. The incumbent does not directly supervise other positions, but is responsible for leading and coaching interdepartmental teams.

ESSENTIAL DUTIES include but are not limited to the following:

- Lead the Asset Management Program.
- Introduce and promote the use of asset management concepts and practices in a strategic and practical manner across the organization.
- Develop and implement asset management strategies and tools for strategic infrastructure and program decision-making.
- Assist AWWD to develop Levels of Service for key assets, operations, maintenance and other functions within the organization.
- Review and recommend assets to be managed within the Asset Management Program.
- Closely interact with others within AWWD that use information generated from the Computerized Maintenance Management System (CMMS).
- Develop the District's long-term asset needs projections, ultimately creating an estimate of long-term infrastructure and resulting financial needs.
- Support the development of the District's biennial budget, capital improvement program, long-range financial plan, utility rate and general facilities charge (GFC) studies, and other related analyses.
- Be involved with training and providing advice and support to others within the organization related to asset management principles and approaches. Recommend and oversee Asset Management training, conduct or facilitate workshops and choose Asset Management software.

- Utilize AWWD's CMMS as part of routine activities. Recommend reports, changes, and/or other software programs or tools that may be beneficial to the success of AWWD's Asset Management Program.
- Develop, document, and maintain asset inventories, asset conditions, levels of service and performance, risk signatures, maintenance strategies, repair/replacement models, financial forecasts, and work plans associated with all AWWD asset classes.
- Define Asset Management priorities, goals and plans; ensure AWWD workgroups are working in a common direction.
- Develop planning criteria, project rankings, and budget constraints for project evaluation and prioritization.
- Review and incorporate national and international Asset Management standards into AWWD's Asset Management Program.
- Identify areas for efficiency improvements and coordinate development of implementation plans.
- Represent the District in strategic utility research and practice studies.
- Identify and develop business process improvement, control and productivity measures.
- Analyze customer needs to design tools, systems, and procedures to solve business problems.
- Research, evaluate, and recommend emerging technologies that provide related to asset management value and serve long term goals.
- Create end user documentation.
- Manage relationships with vendors to ensure quality and timeliness of deliverables.
- Represent the District at local, regional, and national professional and governmental meetings and works with local, state, and federal agencies, local organizations, and residents in the course of carrying out major goals to the objectives of the utility.
- Prepare and make presentations at all levels within the organization.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Experience leading projects independently and acting in a lead role on projects.
- A positive attitude with strong listening and interpersonal skills.
- Effective verbal and written communication using tact, patience, and courtesy.
- Leadership competencies including organizational agility and building effective teams.
- A commitment to community and teamwork.
- Project management processes, tools, and techniques.
- Creation of clear and concise user documentation, training materials, and training classes.
- Business process analysis and documentation.
- Continuous improvement techniques that foster a learning organization.
- Respectfully translate technical information to be easily understood by non-technical personnel.
- Change management techniques that foster user adoption.
- Work independently with minimal supervision.
- Technically proficient as it relates to asset management principles.
- Ability to organize and prioritize multiple projects and deadlines.
- Ability to prepare and present effective oral communications for professional and general public use.
- Ability to frequently interact respectfully and sensitively with individuals and groups, including operations and maintenance personnel.
- Ability to develop and maintain positive and productive relationships and achieve results.

- Perform work in an office, field, or shop environment.

Experience/Education:

Any equivalent combination of education and experience that provides the individual with the knowledge, skills, 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 bachelor's degree in business, public administration, or a related field. Knowledge of, and experience in, water and wastewater systems and asset management certification are desirable.

WORKING CONDITIONS:

Duties are primarily performed in an office environment with some travel to worksites throughout the District. May require travel outside the District for training purposes.

PHYSICAL REQUIREMENTS:

This position performs work in a standard office environment. Work includes some field visits for the assessment and evaluation of assets.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or periodically to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.

Job Description Approved by Board:

September 4, 2018