

Amador Water Agency

Job Title: ASSET MANAGEMENT ANALYST I/II
FLSA Status: Non-Exempt
Approved Date: 11/29/2021
Bargaining Unit: General Unit- AWA Employees' Assn

Classification specifications (job description) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY

Under direction of the Electrical/Instrumentation Supervisor, assist with implementation and coordination of the Asset Management Program. Assist with the planning, assessment, development, coordination, implementation, testing, operation, maintenance, support, training, updating, reporting documentation and coordination of all elements of the infrastructure asset management program. Performs a variety of data collection, analytical and advanced technical tasks relative to the asset management program.

CLASS CHARACTERISTICS -

The levels in this class are distinguished by experience in asset management programs, coordination, development, implementation, overseeing, and ability to use independent judgment in completing assigned tasks with minimal direction/supervision. Higher levels of this class are expected to demonstrate higher level skills in performing tasks and managing the program with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Analyst I

1. Assists in developing processes and procedures to capture relevant information for high level and complex decision-making in planning capital rehabilitation and/or replacement work and cost-effective operation and maintenance priorities, preventative and predictive maintenance activities, life-cycle replacement schedules, and level-of-service monitoring.
2. Works with operations staff to facilitate asset entry into CMMS. Participates in technical duties in analysis, design, testing, installation, and maintenance of asset management systems, including integration of connection to Agency data systems.
3. Assist in the reviewing, analyzing and coordination of the CMMS data input from other Agency employees. Works with operations and maintenance staff to facilitate data entry and work order processing.
4. Coordinates activities and collaborates with other departments. Works closely with the Agency's IT staff and assists in the implementation of CMMS with enterprise IT systems.
5. Coordinates with and provides support for the GIS program to improve coordination between the GIS and CMMS systems.
6. Through data analysis from CMMS and other systems, provides input regarding continued replacement or maintenance schedules and procedures, including metrics for PM implementation, maintenance backlog, and repair trends, as directed by the

Electrical/Instrumentation Supervisor..

7. Supports and assists with budget processes, Capital Improvement Program development, and asset maintenance reporting and preventive maintenance parts inventory.
8. Coordinates and maintains the Agency's CMMS. Assists in collecting, gathering and compiling asset data. Helps develop and maintain condition assessments for Agency assets.
9. Provides staff training on CMMS to users, and assists with presentations on Asset Management Program to staff, public, and Board of Directors. Develops and maintains training materials and Standard Operating Procedures for CMMS and Asset Management Program.
10. Assists in the coordination and implementation of the Agency's long-term asset management plan.
11. Adheres to and enforces all stated Agency safety policies and procedures.

Analyst II

1. All of the above and is capable of maintaining, enforcing and managing the program with minimal oversight.
2. Has gained a proficient level of knowledge and skills of the Amador Water Agency's systems, facilities, policies and procedures.
3. Through data analysis, reports on operating efficiency and effectiveness of Agency systems, and provides recommendations regarding continued replacement or maintenance schedules and procedures. Assists divisions in planning their ongoing maintenance activities and replacement schedules.
4. Is responsible for developing training procedures.

EXAMPLES OF DUTIES (Illustrative only)

- Build and maintain positive working relationships with co-workers, other agency employees and the public using principles of good customer service
- Reports to work on time fully prepared to perform assigned work
- May be expected to master computer or control applications related to work
- Use of software, including, scheduling, time recording, Microsoft office and computerized maintenance software
- Develops or assists in the development of spreadsheets, graphs, maps, and other presentation materials, schedules, documents, drawings, presentation and other products.
- Maintains departmental records and documents in accordance with Agency policy.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES

- Applicable State and Federal laws, codes and regulations
- English language usage, spelling, grammar and punctuation
- General working knowledge of, or the ability to learn, asset management
- OSHA, CalOSHA and Agency rules and regulations related to safety
- Knowledge and use of appropriate personal protective equipment
- Basic mathematical calculations including fractions, decimals, percentages and the metric system
- Basic computer skills, including Word, Excel, email, CMMS and document storage

- Reading maps, manuals and specifications
- Principles of purchasing, in accordance with Agency policies and procedures
- Establishing and maintaining effective working relationships with internal and external contacts, employees, vendors, customers, etc.

EDUCATION and/or EXPERIENCE

Analyst I

- High school diploma or GED
- Associate’s degree in Computer Science, Information Systems, Business or other related field.
- Completion of approved, advanced preventive maintenance and/or asset management courses and/or training in database management, information systems, or related software course-work is desired.
- Two (2) years’ experience in one or more of the following: CMMS, utility asset management, database management, information systems, engineering and/or technical experience is highly desirable
- Experience in GIS is highly desirable.

Analyst II

- Above requirements
- Four (4) Three (3) years’ total asset management experience is highly desirable with at least two (2) one (1) year experience at a level equivalent to that of Level 1 above.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California Driver’s License with a continuing acceptable driving record.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, reach with hands and arms; and talk or hear. The employee frequently is required to reach with hands and arms. The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is in a standard office environment with fluorescent lighting surrounded by noise and disruptions by staff, equipment and machinery noise. Exposure to odor and exhaust fumes and possibility of chemical exposure. Occasional visits to other departments’ offices and work facilities, including the water, wastewater plants, and facilities.