CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Asset Manager** **E-PLAN**
SG:E2-11
DEPARTMENT: **Public Works** **CS:N**
FLSA:N
EEO4CODE:TE

JOB SUMMARY:

The Asset Manager is responsible for ongoing development and implementation of asset management principles and practices in all divisions of the Public Works Department. Develops, recommends and implements Asset Management policy and strategy for the Public Works Department. Oversees the means and methods for collecting, analyzing, and reporting on data used to support complex risk-based decision making using accepted asset management principles and practices; develops and coordinates data collection programs related to Public Works business operations; supports strategic planning and prioritization and oversees use of specialized software for data collection and reporting. Oversees work of staff in documenting business processes and adoption and use of continuous improvement processes. Responsible for management, planning, budget control, staffing and work standards for the Asset Management section.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director for Public Works/Operations Division. Work is performed under general guidance and direction and the guidance of City and departmental policies and procedures, applicable federal, state and local regulations, and industry best practices. Serves as a member of the expanded Public Works Management team. Supervises professional and technical staff assigned to the Asset Management section.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, and directs the operations of the Asset Management section. Oversees the development and implementation of an asset management program which incorporates a comprehensive computerized work management system. Schedules and prioritizes work activities; makes necessary arrangements for technical resources, procedures, manuals, supplies, equipment, budget management, planning and oversight and staffing.

2. Responsible for hiring, establishing performance standards, conducting performance appraisals and recommending disciplinary action as necessary. Plans, organizes, schedules and coordinates the work of professional and technical staff in the section. Oversees the development of training and orientation programs for assigned staff. Ensures employee compliance with City and departmental policies and procedures.

3. Provides training and technical guidance in asset management principles and decision-making processes; assists department leadership in business process documentation and improvement.

4. Oversees and directs staff in coordinating, analyzing, documenting, tracking and reporting a wide variety of infrastructure condition assessments, including establishing data collection schedules, standards and methods for use in supporting complex risk-based decisions using accepted asset management principles and practices.

5. Develops or oversees the development of recommendations on prioritized strategic maintenance and capital project programs for City infrastructure using historical, current use, condition, replacement costs, maintenance costs and other data consistent with asset management principles and best practices.

6. Coordinates utilities asset management activities and communications; collaborates with Engineering, Natural Resources and Operations division colleagues as well as outside agencies and organizations and other City Departments regarding the preventative maintenance, rehabilitation, repair or replacement of municipal assets.

7. Coordinates with Public Works management staff and staff in other City Departments to identify, develop, and implement customer service level goals and performance measures.

8. Organizes and directs the operation and maintenance of the computerized work management system to meet business needs and facilitate long range strategic planning. Includes planning, scheduling and coordinating the material, equipment and personnel requirements for system implementation, optimization and maintenance.

9. Develops and recommends asset management policy and strategy to minimize total cost of ownership, increase reliability and meet performance standards throughout the organization; leads or assists in implementation of department and division asset management goals and objectives. Analyzes program data; recognizes issues and trends; identifies options, consequences and develops conclusions and recommendations; prepares complex statistical reports and makes presentations.

10. Collaborates, supports and participates in the development of engineering standards and long-range comprehensive planning for all City infrastructure, including 6-year and 20-year street, water, sewer, storm drainage utilities, fleet and facilities

11. Coordinates and supports Senior GIS analysts and ITSD staff on GIS programs. Oversees work of PW GIS technicians and ensures consistent use of standards and procedures set by ITSD staff for GIS database development.

12. Recommends preliminary annual budget for the section. Forecasts funds needed for staffing, equipment and projects; monitors and approves expenditures; recommends adjustments as necessary.

ADDITIONAL WORK PERFORMED:

1. Responsible for ensuring completion of end-of-year reporting.

2. Coordinates and performs committee and special project assignments such as benchmarking base measurement analysis, tracking and trending studies; or conducting one-time surveys and reports.

3. Prepares and manages contracts, consultant selection and project management for contracted work in the areas of assigned responsibility.

4. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Business practices, construction/installation standards and maintenance practices for streets, traffic, water, sanitary and storm sewers, equipment, warehouse, facilities, fleet, natural resources, engineering, and finance sections.
- Excellent knowledge of asset management principles such as those contained in ISO 55000.
- Excellent knowledge of multiple software application packages supported by Public Works Operations such as Computerized Maintenance Management Software, Enterprise Financial Systems, payroll management, permit management, Pavement Management, MS Word, MS Excel, MS Access, ARC GIS and general database management software.

Skill in:
- Interpersonal skills for establishing and maintaining effective working relationships.
- Supervisory skills including leadership, supervision, planning, organization, problem solving, interpersonal sensitivity, adaptability/flexibility, stress tolerance, and time management.
- Analyzing spatial, financial and operational information using systematic analysis techniques, to propose strategies and priorities, and to do benchmark base measurement, tracking, trending, and other analysis.
- Teaching, presenting and communicating concepts and principles of asset management to City staff with a wide and diverse range of backgrounds and skill set.
- Written and oral communication skills for working with a diversity of personnel, public officials, and citizens.

Ability to:
- Read, use, and understand information in multiple formats such as Geographical Information System (GIS), Global Positioning System (GPS), utility mapping, surveys, construction plans and specifications, and record drawings.
- Work accurately and effectively in an atmosphere of frequent interruptions.
- Plan and work independently with minimal supervision.
- Ability and willingness to maintain the confidentiality of sensitive files, data, and materials accessed, discussed, or observed; strong system security knowledge and skills.
- Learn and adapt to new technology, keeping personal and team technical skills up-to-date.
- Use technology and adapt to changes in technology.
- Use appropriate judgement and initiative in making recommendations and resolving complex problems.
- Maintain consistent and punctual attendance.
- Ability and willingness demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, phone, mouse, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally transport objects weighing up to 40 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time at a computer workstation, and involves occasional visits to work sites. This is a position with moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A Bachelor's degree in a business administration, urban planning, geographic information systems (GIS), civil or mechanical engineering, computer sciences or a related field, **AND**
- Four years of Asset Management specific work experience including at least two years with supervisory or project management responsibilities in a comparable industry, utility, or public works operations environment, **AND**
- Must have or have the ability to obtain one of the following certifications or degrees within two years of hire:
  - Institute of Asset Management (IAM) Diploma level certification
  - Project Management Institute (PMI) Project Management Professional (PMP) certificate
  - Project Management Institute (PMI) Risk Management Professional (RMP) certificate
  - Master's degree with an emphasis in infrastructure asset management,

OR

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY:
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