

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Asset Management Analyst

DEFINITION

Under general direction, provides professional support in planning, developing, designing and deploying the District's computerized maintenance management system (CMMS) solutions to enhance Operation and Maintenance (O & M) capabilities; oversees automated programs which manage the whole lifecycle of District assets; provides professional support to the District's operations and engineering departments relative to the asset management program.

DISTINGUISHING CHARACTERISTICS

This single advanced journey level class is responsible for enterprise wide management of the Districts CMMS solutions. Therefore, incumbents in this class serve as subject matter experts on District-wide infrastructure asset management and computerized maintenance management systems. Incumbents receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. May provide technical and functional supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

Provides professional support in the planning, development, design and deployment of the District's computerized maintenance management system (CMMS) solutions to enhance Operation and Maintenance (O & M) capabilities; assists in overseeing automated programs which manage the whole lifecycle of District assets.

Develops and maintains database of District assets. Assists in collecting, gathering, and compiling asset data. Conducts visual and field inspections to gather data. Assists in condition assessments for District assets.

Develops 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.

Utilizes as-built drawings, plans and documents to facilitate asset entry into CMMS database. Participates in technical initiatives related to analysis, design, programming, testing, installation, and maintenance of asset management systems, including integration of connected District databases.

Oversees, reviews, analyzes and approves the CMMS data input from other District employees. Works with operations and maintenance staff to facilitate data entry and work order processing.

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Coordinates activities and collaborates with all other departments. Works closely with the District's IT staff and assists in the implementation of CMMS with enterprise IT systems.

Coordinates with and provides support for the GIS program to improve coordination between the GIS and CMMS. Prepares maps, charts, diagrams, and other products using CMMS and GIS.

Determines asset operating efficiency and effectiveness through data analysis from CMMS, GIS, SCADA and other systems, and provides recommendations regarding continued replacement or maintenance schedules and procedures from trending data. Generates reports from SCADA system to support program. Assists various departments in planning their ongoing maintenance activities and replacement schedules.

Performs CMMS system administration tasks; coordinates the transfer of asset information from completed capital projects into the system; ensures proper placement of data into the system.

Supports and assists with budget processes, Capital Improvement Plan development, asset maintenance reporting and inventory parts and general ledger.

Provides staff training on CMMS to users, and conducts presentation 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.

Integrates CMMS with other District software systems, including financial software, GIS, SCADA, and other engineering, inventory, utility, laboratory, accounting, billing, customer service, and IT databases.

Provides administrative support to the CMMS function; compiles, analyzes, and generates status, trend, projection and other necessary reports, including but not limited to annual reports to inform Capital Improvement Plan development process.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Adheres to and enforces all stated District safety policies and procedures. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of CMMS software and hardware systems, their implementation, and their maintenance. Excellent written, verbal, non-verbal, and interpersonal communication skills, including the ability to work with and communicate effectively with many different types of people throughout the District. Principles and practices of asset management systems administration and database management, including preventive, corrective, and predictive maintenance systems.

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Ability to analyze asset management data and develop technical reports, including custom reports using SQL. Knowledge or relational database structure, table relationships, advanced query, and report building techniques. Ability to create codes and descriptions used to differentiate asset types within preventive maintenance database and other qualifying factors for search and reporting purposes. Ability to accurately utilize CMMS software program, reporting software or other similar software, including work processing and spreadsheet programs, and other District integrated software systems.

Skill/Ability to:

Provide professional support to the deployment and administration of a comprehensive automated asset management system. Administer and program CMMS databases. Coordinate system deployment and administrative tasks with external consultants and internal staff. Research and analyze asset management information from automated system; prepare recommendations and generate reports. Perform professional duties in support of the District's engineering programs and projects. Create, prepare, and effectively present technical and administrative reports, both orally and in writing. Interpret and apply District specifications, standards and policies. Organize work, establish priorities, and meet critical deadlines. Ability to maintain regular and predictable attendance, subject to applicable medical and disability leave laws. Use English effectively to communicate in person, over the telephone, and in writing. Operate modern office equipment, including computer equipment and specialized software application programs. On a continuous basis, sit and or walk for continuous periods of time, and lift, carry, or push objects of 25 pounds or less.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in one or more of the following: CMMS, utility asset management, database management, information systems, engineering and/or technical experience. GIS work experience highly desirable.

Education:

Equivalent to an Associate's degree in Engineering, Environmental Science, Geography, GIS, Economics, Planning, Information Systems, Business, or other relevant related field. Bachelor's degree highly desirable.

Completion of approved, advanced preventive maintenance and/or asset management courses and/or training in database management, information systems, GIS or related software course work is desirable.


SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

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Asset Management certification issued by the Institute of Asset Management, or approved equal certification is required within twelve months from hire date.

 _____ Director of Human Resources	<u>04/06/2023</u> Date
Established:04/06/2023	
Revised:	
FLSA: Exempt	
Unit: Non-Safety	