



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Asset Management Technician I/II
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GENERAL PURPOSE

Under immediate (Asset Management Technician I) to general (Asset Management Technician II) supervision, assists in implementing and maintaining the computerized maintenance management system (CMMS); provides a variety of field and office related operations related to asset data gathering, information gathering, equipment tagging, the development of spare parts records, asset location, and systemic and equipment hierarchies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Asset Management Technician I: This is the entry-level classification in the Asset Management Technician series. Initially under close supervision, incumbents learn and perform routine tasks associated with asset management. This position must be familiar with the District's systems environment, equipment, electrical safety requirements, and standard software applications and operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Asset Management Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Asset Management Technician II: This is the fully qualified journey-level classification in the Asset Management Technician series responsible for performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Asset Management Technician I) to general (Asset Management Technician II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Asset Management Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Collaborates with vendors and various departments and participates in database development by gathering information for assets and associated information needed to allow CMMS to function effectively; implements and maintains database and hard files; generates reports and data runs.
- Working with CMMS staff and District leadership, develops standard naming nomenclatures for CMMS data entry activities; creates new asset codes and modifies asset characteristics such as cost, group, type, area, or criticality codes and descriptions.
- Reviews equipment records, equipment histories, asset record data, and similar information for accuracy and completeness, and makes corrections to assure data quality.
- Participates in the development of procedures to collect and maintain data records, including assignment of asset codes, asset data catalogs, spare parts, and similar information describing the equipment in the database of the CMMS software package.
- Develops equipment records by associating the manufacturer's maintenance recommendations with the equipment records.
- Working with other internal staff, duties, defines, compiles, and incorporates maintenance activities in the CMMS.
- Using the standard report structure of the CMMS program and other end user reporting tools, provides information for the preparation and distribution of periodic standard location and equipment reports to support maintenance teams and management presentations.
- Working with end users, provides guidance and support to maintenance team members in the operation, use, and capabilities of the CMMS.

- Develops, maintains, and manages the District's critical spare inventory including the spare parts "virtual warehouse."
- Disconnects electrical sources (up to 600 volts) utilizing practices consistent with mandated requirements for electrical safety in the workplace.
- Participates on a variety of maintenance teams and committees to develop recommended maintenance management and control policies and procedures.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Asset Management Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles and practices of a comprehensive asset management program.
- Methods and techniques of evaluating materials and equipment and assigning asset codes consistent with approved nomenclatures.
- Operational characteristics of the processes, materials and equipment used in the production, treatment, storage, transmission, and distribution of potable and reclaimed water, the collection of wastewater, and the operation of a large state-of-the-art wastewater reclamation plant.
- Modern principles, methods, and techniques used in the maintenance of a wide variety of water works and wastewater reclamation equipment, products, supplies and their related applications.
- Basic practices, procedures, and nomenclature used in engineering or vendor drawings and blueprints.
- Principles, practices, and procedures of inventory management and control.
- Principles and practices of complex record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Update and maintain asset management databases in the District's CMMS.
- Research and modify asset information as needed.
- Review equipment and materials and properly classify them for asset management purposes.
- Interpret plans, drawings, blueprints, and instruction manuals.
- Obtain accurate and complete information from users to identify their needs and develop responses and solutions.
- Generate and maintain a variety of records and reports.
- Make sound independent judgments within established guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Asset Management Technician I: Two (2) years of experience providing technical support to an asset management program within a large waterworks system.
- Asset Management Technician II: Three (3) years of progressively responsible experience providing technical support to an asset management program within a large waterworks system, or one (1) year experience as an Asset Management Technician I with the District.

Education:

- Asset Management Technician I/II: Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California Class C driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; to operate a motor vehicle and visit various District sites; and vision to locate and tag assets. The job involves fieldwork requiring frequent walking in operational areas to identify and tag assets, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, vermin, insects, and parasites, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Asset Management Technician I/II class series are flexibly staffed; positions at the Asset Management Technician II level are normally filled by advancement from the Asset Management Technician I level; progression to the Asset Management II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Asset Management Technician II level.

Eastern Municipal Water District
Job Title: Asset Management Technician I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Asset Management Technician I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____