VALLECITOS WATER DISTRICT

ASSET MANAGEMENT SUPERVISOR

DEFINITION

Under general supervision, plans, organizes, directs, coordinates, and oversees the activities of the infrastructure asset management program for water, wastewater, and reclaimed water systems; records and predicts asset reliability; assists with capital project prioritization and asset renewal and replacement schedules; directs and coordinates consultants for rehabilitation projects; makes recommendations for action and assists in the development and implementation of policy, procedure, and department budget; performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent supervisory class is responsible for overseeing the asset management department including infrastructure assessment programs, asset inventory, asset risk factors, and planning and tracking infrastructure replacement schedules; the development and maintenance of the computer maintenance management system (CMMS) and geographical information system (GIS); and supervising assigned staff. It is distinguished from the District Engineer, which is responsible for all District engineering functions. It is distinguished from the professional Senior Engineers, which are responsible for development and capital facility projects.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; assists staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Establishes and oversees the infrastructure asset management department, including supervising GIS and CMMS staff; develops and implements asset management program, policies, and procedures related to water distribution, wastewater collection, and reclaimed water systems, including pipeline assessment program;
- Identifies department priorities and goals; utilizes program management tools and best practices to meet District needs; assists in the preparation of cost projections for the department budget and monitors expenditures;
- Compiles data from multiple sources, including maps, CMMS applications, GIS analysis, field reports, financial documents, and maintenance records; assembles asset management data records, such as asset codes, catalogs, life cycle costs, and priorities; identifies and tracks existing and new assets such as pipelines, valves, tanks, reservoirs, pump stations, and other appurtenances;
Manages consultants and outside contracts for assessment projects, cathodic protection, and mapping services; communicates and coordinates department activities with other District staff, management, and other affected stakeholders; provides technical assistance to other departments and District personnel; attends and makes presentations to District committees, commissions, and Board of Directors;

Analyzes statistical data, such as maintenance schedules, repair frequency and cost, inventory life cycles, and District growth plans; recommends maintenance, repair, and replacement schedules; assists management in identifying infrastructure priorities;

Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work assignments;

Operates copiers and a variety of office equipment;

Performs duties in a professional manner and works well with others or in a team setting;

Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;

Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;

Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of employee supervision including selection, training, work evaluation, and discipline;
- Principles, practices, methods, and techniques of asset management, GIS, CMMS, and database management;
- Principles and practices of research and statistical analysis;
- GIS software and equipment, such as ArcGIS and AutoCAD; CMMS software;
- Principles and practices of project management, contract management, and risk assessment;
- Methods and techniques for data collecting, record keeping, and report preparation and writing;
- Relevant occupational health and safety regulations and guidelines; safe work methods and safety practices relevant to the work.

Ability to:

- Plan, organize, assign, direct, review, and evaluate the work of assigned staff;
- Perform a variety of tasks related to asset management programs; plan, organize, implement, and manage projects and studies;
- Collect, format, and enter data into GIS and CMMS databases;
- Interpret and analyze data to identify patterns, make projections and recommendations, and form independent judgments;
- Read and understand blueprints, maps, and civil engineering plans and specifications;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with other employees and those contacted in the course of the work.
Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and; three years of increasingly responsible asset management experience, with at least one year in a lead or supervisory role preferred. Related experience with water, sewer, roadways, or other public infrastructure preferred. Advanced coursework in engineering, statistics, GIS, infrastructure management, or closely related field is desirable.

Licenses, Certificates, and Special Requirements

- None required; however, position-related certificates and licenses will be noted.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. 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 frequently required to sit; talk or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. Employees are occasionally required to stand, walk, stoop, kneel, crouch, or reach and may occasionally be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Infrequent work done in field setting. Noise level is usually quiet.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature                                                                                Date

______________________________________________________________________
Supervisor Signature                                                                                Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.