



## **Asset Management Manager**

Executive Director

Starting Pay Range: \$30.87hr - \$34.73hr

### **JOB SUMMARY**

Under the general direction of the Deputy Executive Director, implements and/or maintains a strategic asset management program and associated computerized maintenance management software for the water and wastewater assets of the Brunswick-Glynn Joint Water & Sewer Commission.

### **ESSENTIAL FUNCTIONS**

- Oversees all aspects of asset management for the utility's infrastructure to include work functions associated with all GIS and data management by using maintenance management software and any other programs that may be used in support of asset management programs.
- Manages implementation of asset management program for all utility assets.
- Develops and/or manages proactive programs to prolong the service life and reliability of all utility assets.
- Maintains asset management software such as Cityworks CMMS and assists with maintenance of ARCGIS as needed.
- Develops and/or maintains an Asset Management Plan and Data Management Plan for the utility.
- Assists in long range planning for the physical development of JWSC infrastructure and environmental control systems.
- Assists in strategic planning for overall organizational management and optimization.
- Consults with Commission, Executive Director, Deputy Executive Director, and regulatory agencies; implements utility rules, regulations, and policies.
- Sets and tracks metrics for staff activities and performance measurement using asset management program software and management tools; improves maintenance costs and efficiencies through use of asset management database and work order planning tools for cost improvements that include but are not limited to material changes, task scheduling, functional coordination actions, etc.
- Develops and utilizes analytical tools to provide total system support accountability to ongoing rehabilitation and long range project planning.
- Manages quality assurance program for asset management data collection to correct persistent errors in data collection, input, and usage.
- Works with IT personnel, contractors, and developers to provide technical support of Cityworks CMMS to improve user performance, software utilization, and data availability.
- Directs the preparation of division reports to all agencies; receives reports, charts, blueprints, forms, correspondence, and contracts; reviews, processes or forwards; maintains documentation for reference.
- Assists in annual capital budget development tasks through prioritization of capital spending as required by strategic asset management program.
- Assists in managing phases of project development and implementation.
- Assists in assuring compliance with all local, state and federal laws and regulations.
- Assists in maintaining high levels of customer service throughout the organization.
- Assists in policy development and implementation.
- Responds to emergency calls for assistance; coordinates with other local and state agencies whenever necessary or appropriate to maximize resources and services.
- Responds to written and verbal inquiries and requests as needed.
- Maintains effective working relationships with consultants, contractors, vendors, local, state, and federal agencies involved in public works projects, programs or services.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of Cityworks computerized maintenance management software or other related CMMS.
- Knowledge of geographical information systems and related database operations.

- Knowledge of the safety hazards and safe practices in construction, operation, and maintenance of a full service water and wastewater utility.
- Knowledge of workflow processes typical to utility work and the ability to diagram workflow processes.
- Knowledge of typical utilities projects, programs and services.
- Knowledge of automated applications to support administrative activities.
- Skill in preparing short and long-term plans for water/wastewater facilities and infrastructure to serve a growing community. Experience in strategic planning.
- Skill in working drawings for construction and maintenance projects.
- Skill in designing programs, organizing staff, and directing the full range of activities to support programs and services.
- Skill in directing and managing the cost-effectiveness of program activities.
- Skill in evaluating the effectiveness of programs and in making appropriate modifications.
- Proven skill in managing work, leading others, and delegating responsibility.
- Skill in interpersonal communication.
- Skill in public speaking.
- Skill in communicating effectively, both orally and in writing. Ability to work as a member of the management team and to promote the goals and objectives of the overall organization.
- Skill in maintaining accurate records, preparing effective reports, and making effective presentations.
- Skill in working independently and determining task priority.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied engineering, computer, and administrative duties. The variety of operational areas impacted by the work contribute to the complexity of the work.
- The purpose of this position is to implement and/or maintain a strategic asset management program and associated computerized maintenance management software for the water and wastewater assets of the Brunswick-Glynn Joint Water & Sewer Commission. Successful performance ensures the effective and efficient operation of the utility and affects the quality of life for residents and visitors.

### CONTACTS

- Contacts are typically with JWSC employees, Commission members, elected and appointed officials, attorneys, contractors, vendors, customers, government regulators, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

### MINIMUM QUALIFICATIONS

- Bachelors of Science in Chemical Engineering, Civil Engineering, Environmental Engineering, Mechanical Engineering, or other related disciplines is preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Minimum of three years of extensive experience using Cityworks and ARCGIS in routine work functions is preferred.
- Lean manufacturing/ISO program experience is a plus.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.