ASSET MANAGEMENT COORDINATOR

POSITION SUMMARY: This position is responsible for highly detailed, technical work as well as work related to asset management programs. This includes the use of software to keep detailed inventories to make level-of-service determinations, life cycle analyses, and asset registries and inventories. This position is responsible for preparing detailed records, reports, and correspondence. This position works with a diverse group of internal contacts at various levels of the organization and with external contacts. Within its prescribed limits, work is performed on large complicated projects with considerable independence. Independent judgment is required to plan, prioritize, and organize a diversified work load. This position performs related work as required.

SUPERVISION RECEIVED: Work is performed under the direction of the Deputy Director of Public Works or his/her designee.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Work cooperatively with the Deputy Director of Public Works, departmental staff, and a variety of internal and external contacts to establish priorities, develop department plans and goals, coordinate activities, and implement projects.

2. Prepare and recommend policies, procedures, and systems related to an asset management program.

3. Establish and maintain documentation on asset infrastructure and maintenance management goals.

4. Participate in the development and administration of the grant budget, ensuring that activities are completed in accordance with the grant requirements and established budgetary and purchasing policies and procedures.

5. Coordinate activities and work with consultants to develop and update the asset management program for various City departments or programs. Monitor vendor performance to ensure compliance with city contracts, as assigned.

6. Compile, review, and analyze data; prepare reports; and develop presentation materials to support decision making for infrastructure asset managers. Establish, develop, and maintain electronic and manual files and filing systems.

7. Prepare and submit an annual report on asset management activities to the Michigan Department of Environmental Quality, and/or other regulatory bodies as appropriate.

8. Develop Standard Operating Procedures (SOP) for asset management data collection.

9. Prepare and recommend asset management plans for infrastructure asset groups within the City, including roads, drainage, buildings, utility plants, and underground utilities.

10. Prepare and recommend service levels, financial forecasts, and continuous improvement plans.

11. Monitor and maintain the asset management system including collection of data, computer input, and asset condition assessment.

12. Research, recommend, implement, and train staff on new software programs and upgrades to existing programs and technologies. Complete cost/benefit analyses as appropriate.

13. Provide training to appropriate staff in the use of the asset management system and asset management plan implementation.

14. Act as team leader of an asset management committee, coordinate and schedule meetings, and ensure the continued participation of committee members.

15. Keep abreast of new developments in the field of asset management through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field.

16. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

A. A bachelor's degree in construction management, public administration, engineering, or related field and a minimum of three years' responsible work experience.

B. Knowledge of the principles and practices of asset management.

C. Ability to maintain a comprehensive record keeping system, assemble and present accurate reports and records, and compile statistics. Possess systematic work habits, excellent organizational skills, and a proven ability to successfully problem-solve.

D. Ability to gather and analyze data for forecasting and preparing accurate and timely reports, memoranda, letters, and responses to requests for information. Ability to communicate and present information effectively, both in verbal and written manner to varied audiences.

E. Demonstrated ability to think strategically and learn about the City's operations and processes.

F. Ability to develop and follow procedures and train others.

G. Ability to independently and safely move in and around construction and project sites and carry equipment necessary to carry out duties.

H. Knowledge of the City's physical assets such as sewer systems, water distribution systems, utility treatment plants, roads, and underground utilities.

I. Possession of effective and cooperative working relationships, using tact, good judgment, and resourcefulness.

J. Demonstrated proficiency in the use of information technology, including software applications related to areas of responsibility, and the ability to quickly learn other technology as necessary. Extensive knowledge of database management systems, asset management software, and geographic information systems (GIS).

K. Ability to work effectively within deadlines, under stress, and with changing work priorities.

L. Possession of a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of moderate weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working in unsanitary environments. The employee may be exposed to uncontrollable environments and circumstances, which may include businesses, construction sites, and in the public office. The employee may work in environments that include traversing uneven terrain at construction sites. The employee is required to drive in inclement weather.