POSITION DESCRIPTION
CITY OF ELKHART PUBLIC WORKS AND UTILITIES

POSITION: Asset Manager
DEPARTMENT: Engineering
WORK SCHEDULE: 8:00 a.m. – 5:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: December 2018  STATUS: Full-time
DATE REVISED:  FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Elkhart Public Works and Utilities department provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Asset Manager for the Elkhart Public Works and Utilities, responsible for developing and sustaining a strategic reliability program, develop and maintain Asset Management systems that support and optimize the data collection and analysis of the City’s infrastructure assets which impacts operating and financial performance.

DUTIES:

Maintain, expand and oversee an effective condition based asset management program.

Work and collaborate with Engineering, Finance, Public Works, Street Department and other City Departments and governmental agencies to leverage asset management data for developing replacement programs, project planning, and financial forecasting for short, intermediate and long-term forecasts.

Prepare control strategies to reduce risk and improve asset utilization, determine predictive strategies, perform root cause failure analysis to reduce down time and increase efficiency.

Establish and promote a culture of continuous improvement, building an effective asset risk mitigation program to improve asset reliability with reduced risk at optimized spending and capital investments.

Responsible for preparation and maintenance of asset management plans, including lists and hierarchies, identifying asset inventory and condition, calculation of business risk evaluations, determining asset net present value and life cycle costs, developing alternatives for cost-effective operations and maintenance and long-term investment.

Support condition assessment of existing assets and improve and enhance capital improvement planning and budgeting.

Responsible for working with operations and maintenance teams to compile asset inventory and condition data into a format to allow for engineering analysis of life-cycle costs and business risk...
evaluation.

Responsible for working with operations and maintenance teams to develop asset registries for water and wastewater assets, including use of CMMS and O&M data.

Responsible for monitoring and communicating Asset Performance through reporting including life cycle analysis, asset performance analysis for capital and O&M funding and other analysis required for engineering, operations and maintenance.

Responsible for preparing reports, estimating costs, presentations, determining individual project needs.

Perform statistical and other analyses on asset condition, performance, and risk data.

Compares current system performance against other similar industry benchmarks to establish best practices and improve system processes.

Assist in forecasting and developing the Capital and O&M budgets.

Responsible for coordinating with outside consultants related to asset management.

Manage procurement and professional or service contracts as may be necessary to advance the asset management program.

Develop and assign data collection standards, techniques and requirements to field crews, training them in techniques, answering their questions, and monitoring their progress, accuracy and conformity.

Prepare manuals, SOPs, and other guidance documents.

Develop program training material and coordinating training activates for new and existing employees.

Timely and accurate completion of assigned projects.

Performs related duties as needed.

I. **JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Bachelor’s Degree from an accredited university or college in Engineering, Finance, GIS or Planning.

Experience in the field of asset management.

Must be at least 21 years of age.

Ability to meet all employer hiring requirements, including passage of a drug test.
Working knowledge of standard office procedures and computer software applications, such as Microsoft Office, used by the department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations, including ability to learn G.I.S. software.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence and detailed written reports.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to properly operate standard office equipment, including computer, calculator, copier, scanner, telephone, camera, and cell phone.

Ability to perform arithmetic, algebraic, and geometric calculations.

Ability to coordinate, place, make determinations, and take action based on data analysis.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other City departments, Board of Works, vendors, Common Council members, other governmental agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out oral or written instructions, and present findings in oral or written form.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Possession of a valid Indiana driver’s license, and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent operates within broad and general guidelines, exercising discretion and independent judgement in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another.

III. RESPONSIBILITY:

Incumbent performs a wide range of duties with significant impact on the objectives and programs of the department. Incumbent operates within general guidelines and applies departmental objectives to specific cases and circumstances. Non-routine and unusual situations may be discussed with supervisor. Work is reviewed for overall conformity with departmental Engineering/Asset Manager.
standards and soundness of judgement.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, Board of Works, vendors, Common Council members, other governmental agencies, and the public, for purposes of giving and receiving information, and rendering service.

Incumbent reports to the City Engineer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, and in the field, involving driving, lifting/carrying objects weighting up to 50 pounds, handling/grasping objects, fingerling objects, bending and reaching, crouching/kneeling, keyboarding, speaking clearly, close/far vision, color perception, hearing sounds/communication, sitting for long periods, and sitting and walking at will on uneven terrain. Incumbent works near fumes and odors, in extreme temperatures, in a noisy environment, and in a wet/icy environment. Incumbent must be able to wear and/or use a variety of personal protective gear to prevent exposure to hazards associated with municipal sewer systems and environmental water and sewer sampling, and responds to situations involving potential physical harm to self and others. Incumbent may work with or be exposed to irate/hostile individuals in course of inspections.
APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Asset Manager describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?
Yes_______No_______

_________________________________________  ________________
Applicant/Employee Signature                      Date

_________________________________________
Print or Type Name