

Pagosa Area Water and Sanitation District POSITION DESCRIPTION

TITLE: Asset Management Specialist	CLASSIFICATION:
DEPARTMENT: PAWSD	GRADE:
DIVISION: GIS / Asset Management	DATE: October 29, 2020
REPORTS TO: GIS/CMMS Manager	FLSA STATUS: Non-Exempt

FULL-TIME X PART-TIME _____

Job Summary Statement: Responsible for tracking the maintenance activities on the District Maintenance Management system during normal duty days and during contingencies. The Maintenance Management Specialist is the focal point for all District asset maintenance activities. Through contact with production supervisors and workers, as well as review of work documents and statistical listings, determines status of maintenance in work. Through study of a variety of management information systems, advises all levels of management of status of jobs/maintenance at any time. Notes projected job/maintenance completion dates, studies actual job/maintenance status and informs higher levels within chain of command of date on which job/maintenance is to be completed and or ready. Maintains job/maintenance status related maintenance information systems. Monitors radio transmissions of job/maintenance and upon request, obtains requested crew information or assists crews with communication requests during daily and emergency operating conditions. Coordinates and assists with the dispatch of all job/maintenance crews under emergency conditions.

EXAMPLES of DUTIES AND RESPONSIBILITIES:

1. Assist in the implementation and managing of the maintenance management program.
2. Responds to customer inquiries.
3. Assists in the development, monitoring, and managing of the work order priority program.
4. Monitors work costs to ensure compliance with legal limits and/or support Districts agreements.
5. Operates computer and communication equipment to support workforce management activities.
6. Prepare and maintain the workforce records and inventory reports.
7. Performs quantitative study of management data to assess District cost and reimbursement, work performance, progress, trends, standards, and policies.
8. Maintain and ensures a continuous workflow. Organize and assist management setting priorities and work plans, issuing tools, materials, and monitors work status.
9. Maintain the recurring work program (RWP) and provides non-technical automated assistance as needed.
10. Audits work orders daily for accuracy. Compares completed work orders with issue log. When needed relieves inventory from computer, through use of work orders and adds to inventory on computer via receiving tickets
11. Assists in the preparation of specifications and administrative action forms, ordering, receiving, and directing warehousing and inventory control procedures.

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Title: Maintenance Management Specialist

Department: GIS / Asset Management

EXAMPLES of ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Monitor and document contracted CCTV, jetting & cleaning of gravity sewer lines, monitors and approves payment invoices and documents defects & repairs in GIS & CMMS systems.
2. Performs related duties and responsibilities as required

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS

- A high school diploma (post-secondary education GIS preferred)
 - Maintenance Management Experience (using Cityworks preferred)
 - Valid Driver's License from the State of Colorado and meet and maintain District driver insurability guidelines
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EXPERIENCE

Specialized Experience: Experience directly related to the position being filled. Must have practical knowledge of:

- ESRI GIS software; specifically ArcMap or ArcGIS Pro, maintenance management systems (Cityworks), utility equipment, parts/accessories, and facilities maintenance.
- Should be familiar with production methods and practices employed in industrial and maintenance support shops.
- To be creditable, the specialized experience must have been at least equivalent to two years in a dispatch center or maintenance production control center.
- Substitution of Education for Experience: Level of Education considered for substitution for specialized experience.

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SKILLS

1. Working knowledge of computers
 2. Working knowledge of spreadsheets
 3. Keyboard ability
 4. Must have demonstrated excellence in accuracy inputting data entry
 5. Working knowledge of computerized GIS maps
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MENTAL REQUIREMENT

1. Ability to analyze and resolve problems
 2. Must be self-motivated and have ability to work with minimal supervision
 3. Ability to organize and effectively warehouse materials
 4. Must be able to communicate effectively both orally and written with internal and external customers
 5. Able to perform data entry with minimal supervision with few errors.
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PHYSICAL REQUIREMENTS

1. Working overtime, weekends, and/or holidays maybe required, however all overtime must be pre-approved by management.
 2. Normal work conditions are office environment however occasionally may be required to work outdoors and may be in extreme weather conditions.
 3. Ability to climb, stoop, bend, and work in awkward positions (very rarely).
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SUPERVISORY RESPONSIBILITY

None

EMPLOYEE ACKNOWLEDGEMENT/SIGNATURE:

Employee Signature _____ Date _____

(PLEASE PRINT NAME) _____

SUPERVISOR ACKNOWLEDGEMENT/SIGNATURE:

Signature _____ Date _____

DISTRICT MANAGER APPROVAL:

Signature _____ Date _____