

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Assets and Facilities Manager
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GENERAL PURPOSE

Under administrative direction, plans, coordinates, organizes, and directs the maintenance, repair, or replacement of the District's assets and facilities; participates in the development of related business processes; plans, organizes, and directs the work of staff and contractors involved in the construction, alteration, maintenance, and repair of buildings, structures, and site improvements; establishes, maintains, and ensures consistent application of the Computerized Maintenance Management System (CMMS); and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating staff and contractors involved in the construction, alteration, maintenance and repair of buildings, structures, and site improvements. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include planning, coordinating, organizing, and directing the operation of the Computerized Maintenance Management System (CMMS) and use of related business applications, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Maintenance. Exercises direct supervision over supervisory, technical, and administrative support staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and

development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies, and labor contract provisions; identifies best-of-class work practices among assigned staff and assures uniform adoption of those practices.

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the division's and the District's mission, strategic plan, objectives, and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Manages and participates in the development and administration of the division's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director of Maintenance.
- Develops recommendations to improve the application of maintenance management and asset repair or replacement for the District's water, wastewater, and recycled water systems, facilities including buildings and grounds, and coordinates division activities with other divisions, departments, and agencies.
- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Performs Quality Assurance and Quality Control on all aspects of the CMMS system to ensure proper configuration, reports, and application; prepares a variety of special and recurring studies and reports.
- Provides input on upgrades and problems with the CMMS program; participates in new installations for end users; supports software development including CMMS updates, creating queries for users reports, defining new or revisions to detail information screens, defining changes to existing screens via CMMS vendor, reviewing interfaces with IS to other software packages, and reporting tools.
- Provides leadership in the database development for assets, warehouse and inventory control, work orders, preventive maintenance tasks, and other new and old

data and information; provides guidance to specialty teams in developing portions of the CMMS software; creates new codes and modifies asset characteristics such as group, type, area, or criticality codes and descriptions; performs similar functions for parts, work order priority, work activity class codes, and descriptions, and preventive maintenance activities.

- Oversees the maintenance activities of District assets which includes facilities, equipment, and infrastructure.
- Works and collaborates with Engineering, Finance, and Maintenance Departments to leverage asset management data for developing replacement programs, project planning, and financial forecasting for short, intermediate, and long-term funding.
- Prepares control strategies to reduce risk and improve asset utilization, determines predictive strategies, performs root cause failure analysis to reduce down-time and increase efficiency.
- Manages the District's Condition Assessment Program.
- Monitors and communicates 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.

- Provides leadership in maintaining data stored within the databases, including maintenance of asset numbers, hierarchy, and detail information; warehouse parts numbers and descriptive information; work orders, system codes, and preventive schedules; monitors work orders and histories; identifies training requirements for users and ensuring integrity of data; monitors data quality and repairs to preventive maintenance histories; and warehouse inventory data.
- Directs user training development, including District CMMS training manuals; organizes user training for upgrades and patches.
- Develops and implements strategies to ensure all critical District assets, systems, equipment, and facilities are adequately maintained and operable.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies Continuous Improvement principles in the deployment of department business plans, processes, and performance measures, ensuring that they align with District's strategies and operational plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- Ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's Mission, Vision, and Guiding Principles and adhere to the District's policies.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Principles and practices of public administration as they pertain to a municipal utility.
- Modern methods and techniques used in the maintenance of a wide variety of waterworks equipment, machines, and tools.
- Methods, practices, tools and equipment common to various maintenance trades.
- Safety regulations, safe work practices, and safety equipment related to the work.
- Principles and practices of preventive, predictive, and reliability-centered maintenance systems.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control).
- Practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.
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Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Computerized Maintenance Management System (CMMS).
- Prepare, administer, and monitor assigned budget.
- Manage and direct a maintenance program for buildings, structures, and site improvements.
- Prepare clear and concise records, reports, correspondence, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- To use the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations.

- Develop and monitor performance standards for all divisions within the department.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Four (4) years of supervisory or administrative experience in the construction, maintenance, and repair of buildings, sites, and facilities related to water/wastewater/recycled distribution systems. One (1) year of which is at a lead or supervisor role, preferred. Structured management training is desirable, and two (2) years of experience with asset management software is required.

Education:

- Equivalent to completion of the twelfth (12th) grade. An Associate degree from an accredited college or university is preferred.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Assets and Facilities Manager
Last Update: January 2024

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	<i>January 9, 2024</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Assets and Facilities Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Number: _____

Employee Signature: _____