JOB DESCRIPTION
Asset Management Technician II
Asset Management Technician I (Flex)
Code Number: 40020, 40019

GENERAL PURPOSE

Under general supervision, assists in implementing and maintaining the computerized maintenance management system (CMMS); provides a variety of field and office related operations related to asset data gathering, information gathering, equipment tagging, the development of spare parts records, asset location, systemic and equipment hierarchies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Asset Management Technician I (flex) is an entry-level class in this series. Initially under close supervision, an incumbent performs the more routine tasks associated with asset management. This position must be familiar with the District’s systems environment, equipment, electrical safety requirements, and standard software applications and operations.

The Asset Management Technician II is the skilled, journey-level class in this series. Under general supervision, incumbents provide a variety of difficult and responsible services within the Planning and Scheduling Division. This position is responsible for developing and maintaining the location and equipment hierarchies and related records to accomplish District and department goals.

ESSENTIAL 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 class.

Working independently, with vendors, and with various Departments, participates in the database development by gathering information for assets and other new and old data and information needed to allow CMMS function effectively; creates new codes for the above areas mentioned and when necessary modifies asset characteristics such as cost, group, type, area, or criticality codes and descriptions.

Participates in the development of procedures to collect and maintain data records, including assignment of asset codes, asset data catalogs, spare parts, and similar information describing the equipment in the database of the CMMS software package; assists supervisors in establishing time frames and expectations.

Develops equipment records by associating the manufacturer's maintenance recommendations with the equipment records. Working with staff assigned planner/schedulers duties, defines, compiles, and incorporates these maintenance activities in the computer maintenance management system. Using the standard report structure of the CMMS program and other end user reporting tools, provides information for
the preparation and distribution of periodic standard location and equipment reports to support maintenance teams and management presentations; working with end users, provides guidance, and support to maintenance team members in the operation, use, and capabilities of the computerized maintenance management system.

Develops, maintains and manages the District’s critical spare inventory including the spare parts "virtual warehouse."

Working with CMMS staff and District leadership, develops standard naming nomenclatures for CMMS data entry activities.

Disconnects electrical sources (up to 600 volts), must be familiar with safe electrical work practices, and "Qualified" as described in NFPA 70E and OSHA 29 CFR Part 1910 requirements for electrical safety in the workplace.

Participates on a variety of maintenance teams and committees to develop recommended maintenance management and control policies and procedures.

Implements and maintains database and hard files; generates reports and data runs; analyzes equipment records, equipment histories, asset record data, and similar information for accuracy and completeness and makes corrections as necessary to assure data quality.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

The construction and operation of electrical equipment and associated hazards. Principles, practices and techniques applicable to industrial electrical equipment common to a large waterworks system. Safe electrical work practices and procedures as described in NFPA 70E and OSHA 29 CFR Part 1910 requirements for electrical safety in the workplace. Basic PC operations and CMMS software utilization; EMWD business practices; methods of maintenance management; modern principles, methods, and techniques used in the maintenance of a wide variety of water works equipment, products, supplies and their related applications; methods and terminology; basic practices, procedures, and nomenclature used in engineering or vendor drawings; basic principles, practices, and procedures of inventory management and control; effective principals of sound business communication; and principles and practices of good interpersonal skills.

**Ability to:**

Demonstrate proficiency in the use of a PC and standard office software. Interpret plans, specifications and manuals; obtain accurate and complete information from users to identify their needs and develop responses and solutions; apply written and oral work instructions; communicate effectively, orally and in writing; prepare and maintain records and reports; make sound independent judgments within
established guidelines; establish and maintain effective working relationships with end users, department staff, vendors and others encountered in the course of work.

**Training and Experience:**

The following are typical ways of obtaining the knowledge, skills and abilities outlined above:

Asset Management Technician I - G.E.D. equivalent; experience in the installation, maintenance and repair of industrial electrical and mechanical equipment and devices common to a large waterworks system: Advanced electrical safety training is essential; or an equivalent combination of training and experience or other combinations of training and/or experience which can be demonstrated to result in the possession of knowledge, skill, and abilities necessary to perform the duties of this position.

Asset Management Technician II - 12 months of experience as an Asset Management Technician I with EMWD or equivalent experience.

**Certificates; Licenses; Special Requirements:**

A valid California Class C driver’s license and the ability to maintain insurability under the District’s Vehicle Insurance Policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental 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.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The specific vision ability required by this job is close vision.

**Mental Demands**

While performing the duties of this class, an employee is regularly required to use written and oral communications skills; read and interpret data, information, and documents; analyze and solve problems; use math and mathematical reasoning; perform detailed work under changing, intensive deadlines on multiple, concurrent tasks; and work with constant interruptions.
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class.

The employee usually will be required work under field or machinery environments for data collection and verification where the noise level is normally loud, but a significant amount of office time will be required. Characteristics described here are representative of those an employee encounters while performing the essential functions of this class.

The employee occasionally works in extreme outside weather conditions, near moving mechanical parts, in precarious places and is exposed to wet and/or humid conditions, vibration, and street/road traffic. The employee is also occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, sewage, and risk of electrical shock. The noise level in the field work environment is frequently loud.

Eastern Municipal Water District
Date Adopted: 03/08/07
Date Revised: ________

FLEX REQUIREMENTS
Asset Management Technician II
Asset Management Technician I (Flex)
LENGTH OF TIME REQUIRED

Asset Management Technician I (Flex) may advance or "flex" to the Asset Management Technician II class after 12 months of experience in the Asset Management Technician I class.

PERFORMANCE RATING

The incumbent must receive an overall performance rating of "good" or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

Asset Management Technician I (Flex) must also demonstrate proficiency to perform the full range of duties as described in the Asset Management Technician I /II (Flex) job description. This includes demonstrating sufficient understanding of computerized maintenance management system's software and asset management concepts to effectively support the Asset Management needs of District maintenance managers and supervisors.