

SILICON VALLEY CLEAN WATER
Job Description
April 2024

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Asset Management Specialist

FLSA: Non-Exempt

Every employee shall serve at the will and pleasure of the Authority. No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with the Authority. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Under general supervision of the Chief Financial Officer, this position manages SVCW equipment and asset records using an online Equipment Information Management System (EIMS) and other solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Input newly acquired assets, track existing assets, account for asset disposition.
- Assign asset identification tags following SVCW's Asset Naming Convention protocol.
- Participate in the development and enactment of procedures to collect and maintain data records, including assignment of equipment names, asset data, and population of life cycle costs, timing, and criticalities.
- Work with internal divisions, external vendors, contractors, and consultants to gather asset documentation and input to the EIMS database system.
- Collaborate with Operations and Maintenance and Engineering staff to incorporate preventative/recurring maintenance activities into EIMS.
- Maintain a comprehensive database as the foundation for EIMS. Champion the creation of new asset entries and modify asset characteristics such as cost, group, type, area, or criticality descriptions as necessary.
- Provide daily customer service and long-term input to EIMS' users in the operation and capabilities of the program. Participate in the development of maintenance management, control policies and procedures, and help to develop protocols for the standardization of data entry.
- Implement and maintain database and hard files, as applicable; create and generate insightful analytical reports that help ensure equipment and asset records are accurate and complete. Develop quality control procedures to ensure assets are consistently maintained.
- Coordinate programs and project activities as necessary to align with other SVCW functions. Provide computerized asset management support services to ensure positive implementation and utilization of EIMS.
- Independently perform complex analytical evaluation, input and reporting for all divisions throughout SVCW.
- Perform a variety of other duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- General maintenance activities associated with water and wastewater equipment.
- Strong understanding of asset processes and data flow.
- Principles and practices of relational database design, development, upkeep, and use.
- Excellent interpersonal, collaboration, problem-solving, critical thinking, and communication skills.
- Spreadsheet, database, and other related software applications.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.

Ability to:

- Collect capital asset information; develop and employ methods that ensure accurate data collection.
- Assist users in understanding the development, implementation, and upkeep of EIMS for managing SVCW assets. Train various user groups in the proper use of EIMS.
- Utilize EIMS to capture asset data to help streamline capital planning, track condition data, preventative maintenance schedules, and maintenance costs.
- Evaluate problems, identify alternative solutions, develop cost/benefit analyses, and determine consequences of proposed actions.
- Prepare clear and concise reports, tables, schedules, summaries, and other materials in statistical and narrative form.
- Develop recommendations for key problem areas and implement/monitor changes formally.
- Understand the organizational structure and operations of SVCW. Work collaboratively to collect, interpret, and integrate relevant data from multiple sources.
- Organize and prioritize timelines and project schedules in an effective and timely manner while maintaining confidentiality when appropriate.
- Establish and maintain effective working relationships with co-workers within SVCW, outside vendors, consultants, and contractors as required.

Interpersonal Effectiveness

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstrate strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

EDUCATION and/or EXPERIENCE

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

High School Diploma or an equivalent certificate or diploma recognized by the State of California.

Valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards.

Direct experience with day-to-day operations of field staff performing all aspects of infrastructure maintenance, operations, and engineering.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess or obtain within 18 months of hire, professional asset management, database, or engineering certification.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit; talk and hear, in person, by videoconferencing, and telephone. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk, to climb and descend stairs, and occasionally to climb and descend ladders. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, computer work, and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works in typical office conditions and the noise level is moderately quiet. Frequent assignments may expose employee to outside weather conditions and interior conditions representative of industrial workplaces. Employee may also work near moving equipment, on ladders/scaffolding or in high, places, in confined spaces, and on uneven or slippery surfaces. Employee occasionally works in evenings or on weekends. Occasionally, depending on work assignment, noise levels can be moderate to high. Safety is a priority when performing all SVCW work tasks.