

CODE:
FLSA: Non-Exempt
GRADE:

**NORTH CHARLESTON SEWER DISTRICT
JOB DESCRIPTION, MARCH 2017**

**JOB TITLE: ASSET MANAGEMENT SPECIALIST
CAPITAL PROJECTS DIVISION**

GENERAL STATEMENT OF JOB

Under limited supervision, develop processes and procedures relating to condition assessment within InfoMaster for wastewater infrastructure, maintaining the asset management program within Lucity, and data collection and management across various databases. Provide various coordination work related to private development for the Capital Projects Division. Reports to the Capital Projects Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow other job-related instructions and to perform any other job-related duties requested by their supervisor.

Manage, maintain, and document the asset management databases using the various software platforms. Currently it is GraniteNet, InfoMaster and Lucity.

Ensure that asset management databases are accurate and fully integrated into the various systems.

Work with Capital Projects, Transportation & Collection, System Maintenance, and IT staff to support asset management databases, and provide technical support and training to department as requested.

Perform research, data collection, analysis, calculations, and document preparation for technical reports and studies relating to asset management projects/topics.

Gather, input, and interpret data from existing records and field observations including CCTV and other data collection equipment.

Monitor asset criteria such as enumeration scheme, database nomenclature, asset classes and categories, and condition monitoring methodology.

Develop infrastructure rehabilitation and replacement strategies and programs.

Identify opportunities for improving service delivery methods and procedures for managing the district's assets.

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Attend and participate in capital planning, coordination, and development of long-range activities.

Provide analytical and technical support for in-house, districtwide small diameter Sanitary Sewer Condition Assessment Program.

Sets up sewer extension files; writes sewer extension contracts and bill of sales; mails contracts and bills of sale to the developers.

Receives contracts, application fees, and maintenance bond; makes copies of the maintenance bond and application fee; submits to Accounting Department.

Communicates with engineering firms about items needed for sewer extension closeouts.

Types memorandums for Commission meetings.

Receives and/or reviews various records and reports such as drawings, contracts, easements, sewer permits, and DRP packages.

Prepares and/or processes various records and reports such as contracts, bill of sales, and punch lists.

Sets up new connection files and adds to connection log, writes easement documents, types final inspection memo, creates O&M letter with Resolution once a sewer extension is ready to close, updates Plant Capacity spreadsheet.

Helps with the integration and maintenance of the InfoMaster software along with importing CCTV video.

ADDITIONAL JOB FUNCTIONS

Performs general clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree or equivalent coursework in Geography, GIS, Computer Science, or a related field and/or 4-5 years of equivalent direct GIS experience. Must have a valid South Carolina driver's license. Must have intermediate to advance computer software experience. This position will require a WEASC Wastewater Collection System Operator "A" license within 12 months and certification within NASSCO for PACP, LACP and MACP.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer equipment, telephone, fax machine, printers, etc. Must be able to exert up to 50 pounds of force occasionally and/ constantly lift, carry, push, pull or otherwise move objects. Medium work involves lifting, walking, or standing for periods of time. Must be able to lift and/or carry weights of 50 pounds.

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Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, technical documents, maps, plats, surveys, etc. Requires the ability to prepare records, maps, reports, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons using drafting, computer / GIS terminology.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Capital Projects Division as they pertain to the performance of duties of the Asset Management

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Specialist. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has excellent technical and interpersonal skills. Has knowledge of the practices and principles used in GIS data management. Has knowledge of asset management principles and program elements. Practical knowledge of data management, database principles, and system design. Can interpret basic blueprints. Is able to make neat, accurate and legible drawings. Has working knowledge of deed interpretation and surveying methods and terminology. Is able to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to understand and follow oral and written instructions accurately. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; is skilled in the use of computers for drafting, records management, data and word processing. Has the mathematical ability to handle required calculations. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Has knowledge of the terminology used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the industry.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

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Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.