

CLASS TITLE: WATER/WASTEWATER ASSET MANAGEMENT SYSTEMS MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction this position is responsible for the overall guidance of the Water and Sewer Department's Asset Management Information Systems, focusing on maintaining data quality and consistency, providing critical technical support/guidance, consistent data sharing and communication capabilities for the asset management program and training to technical personnel in advanced asset management systems, including operational oversight of department computerized equipment, control and communications systems and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages related databases and maintains/evaluates technical computerized equipment and communications systems to maximize the Department's Asset Management Program
- Develops management dashboards to provide real-time updates of utility performance
- Regularly reports and analyzes performance metrics and prepares status reports
- Plans equipment upgrades, assists with operations' personnel training and coordinates change-outs with the Information Technology Department
- Coordinates the management of the Geographical Information and Computerized Maintenance Management Systems used for the Asset Management Program
- Serves as liaison to other departments as needed
- Performs complex system/data analysis, design, testing and evaluation and identifies/resolves problems and/or makes recommendations and implements procedures to ensure critical data integrity
- Participates in cross-functional teams to provide technical expertise and improve workflow and communication with other divisions/departments
- Queries systems to provide management information and obtain source/test data utilizing software-supplied tools or Structured Query Language (SQL) and 3rd party tools as needed
- Conducts independent technical systems' studies and researches technological advancements/alternatives, providing recommendations, findings and reports
- Participates in developing departmental objectives for budget planning, management and coordination
- Responsible for disaster recover procedure development, testing and implementation for assigned systems
- Coordinates projects, including scope definition, critical path analysis, instructing, directing and channeling work to maximize production and results
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in engineering, computer science, or related field; and seven (7) years of progressively responsible experience in information systems operation management, database design and development or systems analysis; and Geographical Information System, Computerized Maintenance Management Systems and Supervisory Control and Data Acquisition Systems' experience desired; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices and methods of project management as applied to asset management systems; comprehensive knowledge of systems/data analysis, design, testing and evaluation; comprehensive knowledge of database design and development; considerable knowledge in maintaining technical systems utilized in a water or wastewater utility; considerable knowledge of auditing procedures and practices; considerable knowledge of budget management and planning procedures; considerable knowledge of data processing applications and use potential; working knowledge of methods and techniques used in project management and systems analysis; and good basic knowledge of programming languages. Ability to analyze complex systems and data, identify and resolve problems or make recommendations and implement procedures to ensure critical data integrity; ability to manage and maintain technical systems used in an asset management program; ability to configure systems to optimize software for business needs and demonstrated ability of

software vendor management; ability to plan training programs, develop and prepare training curriculum and conduct employee training on software applications and data-entry requirements; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key and telephone; occasional lifting up to 20 pounds; occasional carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1035

EEO Code: N-02

Pay Code: AT-48

Group: Engineering, Planning & Technical

Series: Communications Operations, & Maintenance

Effective date: April 22, 2013