

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **INFRASTRUCTURE ASSETS MANAGER**

GRADE LEVEL: M14

SUPERVISOR TITLE: Director of Operations & Maintenance

FLSA Status: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, responsible for leading and coordinating the development and implementation of an Asset Management Program (AMP) for water, wastewater, and reuse utility infrastructure, management and maintenance of the Computerized Maintenance Management System (CMMS), regulatory permitting, and support for the advance meter infrastructure (AMI); and coordination with Geographic Information System (GIS) group. This position will lead in the effort to ensure that critical infrastructure is maintained with the least cost of ownership while meeting performance expectations through the assessment and improvement of existing asset management systems and tools and recommendations for new systems, tools, performance indicators and procedures. The position is responsible for integrating engineering, operations, resources, and finance functions to develop & implement long range capital improvement planning with the objective of maintaining, renewing, and or replacing the District's infrastructure.

CLASS CHARACTERISTICS

This is a middle management level classification responsible for the development of policies and procedures to facilitate facilities asset management and replacement planning. Oversight and direction of a District department or functional work unit consisting of professional and/or technical staff. Responsibility also consists of performing and administering highly complex engineering and planning work requiring substantial professional training and experience. Positions at this level report to the Director of Operations and Maintenance. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

- ✍ Direct the maintenance and update of the CMMS, specifically focusing on appropriate user interface, data collection and analysis. Develop processes and procedures to capture information for high level and complex decision making.
- ✍ Organize and direct the operation of the CMMS to plan, coordinate and schedule the work activities for the various departments in Operations including planning, scheduling and coordination of staff, material, and equipment to complete work orders and projects.
- ✍ Develop, recommend, implement and maintain key performance indicators for all departments in Operations while working in tandem with the managers of various departments
- ✍ Develop and maintain workflow processes for all functions in Operations; identify, recommend and implement workflow efficiency improvements; assist managers in the implementation of efficacy improvements
- ✍ Oversee the regulatory permit compliance for the functions in Operations such as the National Pollutant Discharge Elimination System (NPDES), Air Quality Management District (AQMD), or other regulatory agency permits.
- ✍ Oversee the AMI network support and provide support to Meter department as needed with AMI
- ✍ Plant, implement, manage and coordinate intermediate and long range asset management initiatives to achieve assigned goals and objectives; evaluate and recommend necessary resources, staffing, organizational structure, and strategies
- ✍ Collaborate with engineering and operations colleagues regarding the operation, rehabilitation, repair and replacement of utility assets to balance long-term maintenance needs.
- ✍ Review and evaluate work methods, procedures, services and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
- ✍ Take a leadership role in creating a sophisticated and efficient overall maintenance program that weaves together elements of Optimized Preventive, Reliability-Centered and Predictive- Failure maintenance program approaches
- ✍ Collaborate with operations resource planning to identify efficiency improvement projects and in making departmental recommendations
- ✍ Collaborate with capital planning personnel to identify and prioritize capital improvement projects based on asset management business risk exposure processes and in making department recommendations
- ✍ Develop, implement, and ensure compliance with District policies and procedures
- ✍ Participate in hiring, supervising, training and evaluating assigned staff; define and monitor staff performance requirements; provide coaching for performance improvement, and take disciplinary action for performance deficiencies
- ✍ Develop and recommend the Division's Repair and Replacement Capital budget; participate in monitoring appropriations and expenditures; recommend mid-year budget adjustments as necessary
- ✍ Respond to and resolve difficult and complex citizen inquiries and complaints
- ✍ Manage, participate, and/or introduce asset management processes and tools into

- the planning, prioritization, scoping, implementation, and administration of capital improvement/replacement and maintenance projects
- ✎ Prepare and review a wide array of technical correspondence and documentation, such as studies, reports, letter correspondence, requests-for-proposals, Board letters, agreements, contract specifications, cost estimates, legal advertisements, graphic displays, etc..
 - ✎ Assist with developing, updating, and integrating various elements of asset management into the District's Master Plans or related planning studies.
 - ✎ Prepare and/or review contract specifications for form and content details.
 - ✎ Manage and/or direct outside engineering consultants performing work for the District
 - ✎ Manage, maintain, update and archive various planning documents, record drawings, and reference documentation (work procedures, standard drawings and specifications, etc.)
 - ✎ Prepare and present project-related and/or technical information to the Board of Directors or other agency personnel
 - ✎ Participate in the District's Management Team
 - ✎ Lead and/or participate in various District team-driven initiatives
 - ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Principles of asset management concepts
- ✎ Computerized Maintenance Management Software
- ✎ Geographic Information System Software (ESRI platforms preferred)
- ✎ Complex principles and practices of water utility including applicable planning, engineering and construction facets
- ✎ Principles of employee supervision including training, development and performance evaluation
- ✎ Techniques of public agency budget administration
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations and services
- ✎ Principles and practices of sound safety management
- ✎ Applicable laws, codes and regulations

Ability to:

- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Select, supervise, train and evaluate assigned staff
- ✎ Administer an assigned department budget
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Use computer technology, including Geographical Information System (GIS) and CMMS, in support of department objectives and duties
- ✎ Comply with and enforce the District's Safety, Health and Environmental policies
- ✎ Gain cooperation through discussion and persuasion




SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Ten (10) years of progressively responsible utility asset management experience with three (3) to five (5) years of supervisory experience.







Training: Equivalent to a Bachelor of Science degree in Civil, or Mechanical Engineering, business or public administration, or other appropriate discipline from an accredited college or university.

Licenses and Certificates:


-  Valid California driver's license, required
-  Professional Civil Engineer - State of California, desired
-  Associate Water Asset Manager (AWAM) or Professional Water Asset Manager (PWAM) certification - desired

PHYSICAL REQUIREMENTS/WORKING CONDITIONS


The essential functions of this position will require the employee to perform the following physical activities:

-  Communicates verbally with District management, co-workers, and the public in face-to-face, one-to-one, and group meetings
-  Regularly uses a telephone or radio for communication
-  Uses office equipment such as a computer terminal, copiers and FAX machines
-  Extended sitting, walking and standing
-  Regular attendance
-  Climbing

The essential functions of this position will require the employee to be exposed to the following working conditions:

-  Inclement weather
-  Travels regularly by vehicle in inspecting District sites and facilities

OTHER REQUIREMENTS

-  This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require.

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date