



ASSET MANAGEMENT SPECIALIST 2

Department: Planning and Public Works
Job Class #: 566300
Pay Range: Engineering/Technical 03

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is basic field-based data collection work using traditional and modern technologies in support of infrastructure asset management. An employee occupying a position in this class is responsible for performing independent and responsible field work using technologies for data collection and basic operation of computerized maintenance management systems.

SERIES CONCEPT: The Asset Management Specialist 2 is the first level in the Asset Management Specialist series and is primarily focused on the collection of asset management data. This position does not lead or supervise other staff.

ESSENTIAL FUNCTIONS:

- Collect field data of various kinds related to the management of infrastructure assets.
- Update and maintain paper and computerized files, records, and databases; and retrieve reports, drawings, and maps.
- Utilize GIS software, mobile technologies and asset management software systems, computers and other technology to input and retrieve information.
- Make mathematical calculations, compile data, and compute quantity and estimates.
- Locate assets on appropriate maps or construction plans; interpret notations on maps.
- Inspect assets to record relevant data as assigned.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Lift and carry up to 30 lbs.
- Work a flexible schedule, which may include evenings, weekends and holidays.

OTHER JOB FUNCTIONS:

- Prepare records of data collection activities.
- Performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Incumbents receive direct supervision but are expected to exercise initiative and judgment in carrying out assignments according to established standards, policies and procedures. Work assignments are reviewed while in progress and upon completion by an administrative supervisor.

ASSET MANAGEMENT SPECIALIST 2

Classification Description – Pierce County

Page 2

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Asset Management Specialist 2 works in an office and in the field on a routine basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Field inspection and data collection work is performed outdoors, around rivers, streams, lakes, water runoff sites, and related environmentally sensitive areas that are subject to cold weather, rough or unstable terrain, and wet conditions. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Hand and finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling, reaching, climbing and lifting associated with equipment used for Asset Management data collection weighing up to 30 pounds. Ability to travel to work sites and meetings away from regular work site may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Lower level statistical analysis methods.
- Lower level mathematics including algebra, and trigonometry.
- Terminology, principles and equipment used in infrastructure asset management including how infrastructure is maintained, operated, and preserved.
- Infrastructure inventory, condition assessment, risk assessment, and preservation methods and procedures.
- Applicable state and federal laws, regulations and ordinances.

Skill in:

- Computer software programs and instrumentation currently utilized for the work performed.

Ability to:

- File records and other materials alphabetically, numerically or by other predetermined classifications.
- Become familiar and keep current with asset management methods and practices.
- Use a personal computer and other technology to implement asset management systems.
- Interpret and utilize plans, maps, and reports.
- Establish and maintain effective working relationships with fellow employees and the general public; ability to maintain a courteous attitude even in stressful and unpleasant situations.
- Understand, follow and execute moderately complex oral and written instructions.
- Use independent judgment in completing assignments.
- Make field measurements and complete calculations using computers or calculators.
- Work outdoors for extended periods of time in all types of weather conditions.
- Bend, stoop, climb, work at heights, and walk on uneven terrain.
- Understand and follow written and verbal instructions.
- Physically perform the essential job functions of the classification.
- Meet the travel requirements of the position.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Work effectively and productively with others.

ASSET MANAGEMENT SPECIALIST 2

Classification Description – Pierce County

Page 3

- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

MINIMUM REQUIREMENTS TO APPLY: Two years of college or post-high school technical training in mathematics, engineering, geography or closely related field or one year of progressively responsible related experience required. Additional education or experience may substitute equally for the recruiting requirements. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation is required prior to employment.