



ASSET MANAGEMENT SPECIALIST 4

Department: Planning and Public Works
Job Class #: 566500
Pay Range: Engineering/Technical 10

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 highly responsible technical work in the field of infrastructure asset management. Work includes the application of highly specialized knowledge related to the design, development, and implementation of infrastructure asset management programs. Considerable latitude is given for independent action within the scope of oral and written direction from superiors.

SERIES CONCEPT: This class is distinguished from the Asset Management Specialist 3 by its greater responsibility for designing and developing asset management concepts, policies, and procedures and/or by its greater responsibility for overseeing technical operations of a section and the supervision of assigned staff.

ESSENTIAL FUNCTIONS:

- Design, develop, guide, and manage the implementation of infrastructure asset management programs including the development of concepts, procedures, guidelines, analytical methods, business methods, decision making systems, and data collection methods.
- Administer a operational division's asset management program with a lowest life-cycle cost approach.
- Plan work to be accomplished, set program goals, and prepare preliminary budget information.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Provide technical expertise and assistance to subordinates and other department staff regarding policies, procedures and methods related to asset management.
- Review and provide quality control for the reports, products, and practices produced by subordinates, if applicable.
- Oversees the work of contractors used for the development, improvement, and/or implementation of asset management systems.
- Perform technical research as related to specific programs or systems and presents findings in verbal or written format to superiors, co-workers or the general public.
- Convey technical information to others and lead technical meetings with engineering, maintenance, operations, administrative, and planning staff.
- Coordinate work or work in progress with other county employees, departments or outside agencies.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position when required by the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime
- Lift and carry up to 30 lbs.

OTHER JOB FUNCTIONS:

- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.

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- Ensure consistent interpretation of laws, rules, policies and procedures.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- May assist in the recruitment and selection processes for technician positions of lower grade.
- Performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: The employee is responsible for specific programs or large projects and supervises assigned employees and may provide direction to consultants. Work is performed under the general direction of a Maintenance Manager or other administrative superior who makes general assignments and inspects work to ensure that it is conducted according to instructions and in accordance with accepted and newly principles, concepts, and practices of asset management.

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 4 works in an office on a daily basis and in the field environment on occasion. 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 work is performed outdoors in various locations to include 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:

- Efficient use and operation of modeling systems, mobile technologies, inventory control and management systems.
- Higher level statistical analysis methods.
- Higher 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.
- System performance measurement concepts and methods.
- Applicable state and federal laws, regulations and ordinances.
- Principles and practices of effective supervision.
- Application of geographic information systems including software, equipment, and symbols.

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Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Keep current with emerging asset management concepts, principles, and practices.
- Plan, direct and coordinate the work of subordinates or project team members.
- Collect and analyze technical information and to develop logical solutions or alternatives to problems.
- Use a personal computer and other technology to implement asset management systems and to develop applications to complete a job function.
- Prepare, interpret and utilize plans, maps, and reports.
- Inspect and supervise the work of others.
- 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.
- 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: Bachelor's degree in mathematics, engineering, geography or closely related field and five years of progressively responsible experience, including one year as an Asset Management Specialist 3 or equivalent classification and one year as a lead worker or supervisor. Additional education or experience may substitute for the required education. 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.