

UTILITIES ASSETS COORDINATOR

SUMMARY: Under the general direction, assists with the implementation and management of the Public Utilities Department asset management program; develops and coordinates long range maintenance and equipment replacement and rehabilitation program using industry maintenance strategies, risk/criticality prioritization and level of service; and perform related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: (Which are not in any hierarchical order)

1. Supervises the work of subordinate staff.
2. Assists in conducting asset management program activities.
3. Researches, selects and implements a long term maintenance strategy program for the department that focuses on facility systems reduction in cost, capturing institutional knowledge and identifying economies of scale.
4. Works closely with the Director of Public Utilities focusing on critical infrastructure capital improvement plans, assuring that all high priority projects are scheduled appropriately and are adequately funded in line with industry standards for asset management.
5. Manages the implementation, training, and periodic upgrades of CMMS, integration and communication, working closely with the IT staff.
6. Performs regular QA/QC audits of maintenance procedures, performance, categorical data entry and new equipment set up and standards.
7. Provides analysis of asset life cycle data in support of program development.
8. Oversees utility wide maintenance performance standards for water/waste water plants, lines and lift stations.
9. Collects, analyzes, and reports on all benchmarking data related to water and wastewater industry to streamline utility maintenance practices.
10. Develops condition monitoring program for long range predictive maintenance program including life cycle cost and replacement.
11. Utilizing risk and condition assessment techniques, assists the department managers and supervisors in short and long term planning for repair, replacement and rehabilitation.
12. Provides training in asset management principals and practice; CMMS, data entry techniques and new initiatives.
13. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough technical knowledge of water and wastewater operations, maintenance and regulatory compliance.
- Thorough knowledge of computer systems and applications.
- Thorough knowledge of federal, state, and local regulations related to water and wastewater treatment, reclaimed water, sewer collection and water distribution.
- Considerable knowledge of planning and management techniques as they relate to public utilities.
- Ability to evaluate and review specifications, blue prints and vendor manuals for equipment and systems.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze facts and exercise sound judgment in decision making.
- Ability to learn new asset management principles and practices and consistently motivate the work force with compassion, understanding and confidence.
- Ability to evaluate and review engineering plans and specifications for capital improvement projects.

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- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to sit, talk, or hear, stand, walk, reach with hands and arms and lift light items (up to 25 pounds). There is frequent need to talk or hear, use hands to finger, handle or feel. There is occasional need to perform work outdoors with exposure to weather conditions when performing on-site inspections of projects and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATION: Bachelor's degree from an accredited college or university with a major in Engineering, Science, or Public Administration or related field, and six (6) years of experience in the operation and maintenance of water and wastewater treatment, sewer collection systems and/or water distribution systems in engineering, public works or public utilities, or equivalent combination of training and experience. One (1) year lead or supervisory experience, required.

A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment