



## POSITION DESCRIPTION

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Job Title	<b>Asset Management Technician II</b>
Department	Public Works
Representation	IBEW 483 (International Brotherhood of Electrical Workers)
Compensation	Range 19
Status	Non-exempt

### GENERAL PURPOSE

The Asset Management Technician II performs complex technical work in the field of infrastructure asset management. This employee possesses expertise and performs significant but standardized asset management functions requiring some independent decision making. Incumbent creates and maintains asset management information from data and makes calculations, performs analysis, keeps records, and conducts quality control based upon established methods or in accordance with general instructions.

### SUPERVISION

This position performs under the general direction of the Mayor or Designee, and the direct supervision of the Public Works Operations Superintendent and Director. The position often operates with limited supervision. May provide direction to the Asset Management Technician I.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Although the primary duties of the Asset Management Technician II are listed below, the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position. Primary duties include but are not limited to:

- Works to develop, maintain, organize and troubleshoot the City's asset management system.
- Provides technical support to the City's public works divisions.
- Creates and maintains the City's asset management / inventory and internal cost accounting database using Cartegraph software (or comparable software) in conjunction with ESRI mapping products.
- Makes recommendations to superiors regarding system/process improvements, including software upgrades.
- Makes recommendations to superiors regarding disposal of surplus property.
- Performs field assessments of City assets (roadways and drainage structures).
- Manages the captured data to ensure an accurate and current analysis of the condition of the City's system assets.
- Prepares reports and presentations of the data for asset inventory and condition.
- Initiates and completes Work Orders for the City's infrastructure.
- Identifies, collects and records pavement condition and maintenance as well as identifies, collects and records asset inventories of public facilities on the Right-of-Way.

- Designs and produces reports and maps which provide City decision makers with the information needed to prioritize, plan and implement budgets and work plans which most efficiently utilize human and financial resources.
- Operates data collection equipment to ensure that data collection meets the quality standards for asset management.
- Initiates, updates and completes service requests received from citizens and other City departments.
- Traverses assigned routes and takes readings of electrical and water meter dials; records readings on meter cards and/or inputs data into hand-held micro computing device to provide needed information for utility billing or other related action.
- Notes any unusual changes in consumption, location or malfunctions such as leaks or damaged meters; inspects meters and connections for defects, damage and unauthorized connection or use; and reports findings to the appropriate supervisor.
- Rechecks meter readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption.
- Provides maintenance and repair functions on meters; replaces defective meters; and tests meters for accuracy.
- Becomes proficient at locating electric and water system.
- Performs delivery of door-hangers.
- Remains current with all meter systems and safety practices.
- Stays abreast of current trends in the asset management field.
- Maintains utmost confidentiality as to city matters in dissemination of duties.
- Maintains assigned tools and equipment and is issued a City vehicle.
- Regularly takes initiative in recommending changes in work methods, policies, and procedures to improve levels of service delivery and improve overall operating efficiencies.
- Promotes positive public relations and provides support to the City as a department team member, including assisting with training of employees as appropriate.
- General knowledge of purchasing rules and procedures.
- Requires consistent, in-person attendance on the job site

### **MINIMUM QUALIFICATIONS**

Graduation from high school or GED equivalent, and

- Three years in public infrastructure environment, and
- Completion of over 100 hours from an accredited training program with an emphasis in GIS Integration, Asset Management, or related field; or
- An equivalent combination of education and experience

### **PREFERRED QUALIFICATIONS**

- Two-year, post-secondary degree/certificate in Engineering Technology, Applied Geography, Geographic Information Systems, or related field
- Working knowledge of utility systems and familiarity with ArcGIS desktop and ArcGIS online
- Experience with work order systems and field devices for Android and iOS tablet devices and GPS devices
- Thorough technical knowledge and understanding of asset management criteria

**Necessary Knowledge, Skills, and Abilities:** Strong technical, analytical, research and problem-solving skills, and the ability to work independently in a team environment.

This position must possess the ability to perform and record arithmetic computations accurately and quickly; and have the ability to accurately read and record data from various types of meter dials. Skill in operating office tools and equipment and knowledge of general office practices and procedures. This position requires the ability to communicate effectively, verbally and in writing, with employees, consultants, City officials and the general public, including hostile and angry customers. It requires the ability to professionally deal with the public, staff members and other agencies on the phone and in person; and the ability to establish and maintain effective working relationships with the Mayor, department directors, employees, elected officials and the public.

Considerable knowledge of wiring, diagrams, schematics and electrical symbols. Considerable knowledge of the mechanism of self-contained electric meters. Knowledge of occupational hazards that could compromise personal safety. Some knowledge of municipal utility rules and regulations or policies, including the rules concerning disconnects and meters in general. Knowledge of the geography and street locations in the City.

Ability to work outdoors for extended periods of time in all types of weather conditions. Ability to bend, stoop, climb, work at heights, and walk on uneven terrain. Ability to understand and follow verbal and written instruction. Ability to physically perform the essential job functions of the classification.

**Licensing and Other Requirements:** Must have and maintain a valid Washington State Driver's License; must possess or obtain a flagging and traffic control certification within 30 days of hire; and must be certified in CPR and First Aid or obtain certification within 30 days of hire. Must be able to respond to overtime requests and be on-call.

**Tools and Equipment Used:** Personal computer with programs including but not limited to Microsoft Outlook, Word, spreadsheets in Excel and specialty software including Cartegraph, Flex Net, Sensus, and BIAS, calculator, phone, radio, fax and copy machine, motorized vehicles and equipment including pickup, generator, saws, and various common hand and power tools.

**Work Environment/Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position must be able to walk for long periods of time and occasionally over rough terrain. This position may be frequently exposed to inclement weather, hostile customers, dogs and other animals.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee constantly is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is required to sit in a vehicle, climb and balance. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, and the ability to adjust focus. The noise level in the work environment is usually moderately loud when in the field.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

**DISCLAIMER**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age or national/ethnic origin.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*