



ASSET MANAGEMENT PROGRAM MANAGER

South Coast Water District

\$124,121.00 - \$166,925.00 annually

\$59.67 - \$80.25 hourly

EXCELLENT BENEFITS for employees and eligible dependents

DEFINITION The incumbent plans, develops, implements, coordinates and oversees District's Asset Management Program performing difficult and complex professional, technical and office support related to all programs and activities of Asset Management including: management of assets related to domestic and recycled water production and distribution systems, advanced water and recycled water treatment facilities, sanitary sewer collection and pumping systems, wholesale potable water transmission system, equipment fleet and physical facilities including buildings and structures; implements and oversees the District's asset management system; implements, integrates and manages District's Computerized Maintenance Management System (CMMS); provides guidance and oversight to the District's GIS Analyst; and performs related work as required. **SUPERVISION RECEIVED AND EXERCISED** This position reports to the Engineering Manager. Exercises direct supervision over the Asset Management section which includes the GIS Analyst. Provides technical and functional direction to interdepartmental staff, consultants, and contractors. **CLASS CHARACTERISTICS** This is a non-merit system, contract position. The title is Asset Management Program Manager. The position is a program management classification that manages the District's Asset Management section activities that include management of assets relating to water distribution, wastewater collection, water transmission systems, recycled water systems, and advanced treatment facilities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent ensures that her/his activities are aligned with and support the South Coast Water District's policies, mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS Duties may include, but are not limited to, the following: • The Asset Management Program Manager will plan, develop, and implement the District's Asset Management Plan (AMP) that provides best management practices (BMPs) for efficient management of all District physical infrastructure assets. • The AMP will recommend the implementation of certain asset management life cycle activities tailored to the needs of the District and as proposed by The Institute of Asset Management (IAM). • This individual will supervise, train, mentor and evaluate direct report team members as well as provide training and mentoring for other District staff with respect to asset management systems and practices. • In addition, develop and maintain the AMP system, to utilize existing District information and technology systems including geospatial system (ESRI ArcGIS). Maintain the integrity and accuracy of asset database by identifying asset needs, tracking asset acquisition, tracking asset operations and maintenance, tracking asset replacement/decommissioning, and managing associated replacement costs and condition assessment to assist in planning and scheduling. • The individual will also prepare reports for internal use and make presentations to advisory committees, executive management and Board of Directors providing status reports on maintenance activity and Key Performance Indicators (KPIs) for operations activities. • Readily responds to Information Requests regarding District assets and assists other departments with requests for system facility data and information.

EXPERIENCE AND TRAINING GUIDELINES Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** • Eight (8) years of progressively responsible experience in Asset Management programs related to operation, repair, replacement and maintenance of domestic water supply, water distribution systems, sewer collections and pumping facilities, recycled water systems, reverse osmosis treatment facilities or a major public works operation and fleet and facilities • Four (4) years of supervising the functions listed above **Education:** • Bachelor's degree from an accredited college or university in engineering, public or business administration, water technology or a related field is required, • A Master's Degree is desirable **Education Substitution:** Six (6) years of relevant training and experience in developing, maintaining and improvement of Asset Management programs related to the operation, repair, replacement and maintenance of domestic water supply water distribution and pumping systems, sewer collections and pumping facilities, recycled water systems, reverse osmosis water treatment facilities or a major public works operation may be substituted for the education requirement, combined with at least three (3) years of supervisory experience supervising these functions.