CLASS TITLE: Asset Management Coordinator

Salary Range: 53

FLSA: Non-Exempt

Union: AFSCME

BASIC FUNCTION:

Under the direction of a Public Works manager, the primary role of this position is to develop, coordinate and implement the City’s asset management program, which includes, but is not limited to: video inspections, asset evaluation and ranking, data base set up and management, and geographic information system integration. This position also assists in the City’s stormwater compliance programs. These programs include, but are not limited to Illicit Discharge Detection and Elimination (IDDE), water quality emergency/spill response, and regional coordination.

REPRESENTATIVE DUTIES:

1. Develop and implement the City’s asset management program including: E
   a. Design, develop, guide, and manage the implementation of infrastructure asset management systems including the development of concepts, data base design, cost estimates and procurement, decision making systems, and data collection methods.
   b. Administer asset management program or system including, but not limited to: conducting and coordinating video inspections, evaluation and ranking of stormwater infrastructure assets and proposing repair or replacement schedules.
   c. Plan work to be accomplished, propose program goals, and prepare preliminary budget information.
   d. Provide technical assistance to team members and other department staff regarding policies, procedures and methods related to asset management.
   e. Oversees the work of contractors used in the development or implementation of asset management systems.
   f. Perform technical research as related to specific programs or systems and present findings in verbal or written format to decision makers, co-workers or the general public.
   g. Lead technical meetings with engineering, maintenance, and stormwater staff.
   h. Coordinate program activities with other City employees, departments or outside agencies.
   i. Prepare a variety of written technical reports.
   j. Prepare electronic or hard copy maps for displaying information.
k. Serves as a leader of a team for asset management field inspection activities.

l. Assist and train other employees in area of specialization.

2. Assist with stormwater compliance programs. These programs include, but are not limited to Illicit Discharge Detection and Elimination (IDDE), water quality emergency/spill response, annual reporting, regional coordination private storm system inspections and education and outreach.  

3. Assist in the tracking of State and Federal grant programs, studies and projects. 

4. Communicate technical information regarding stormwater issues with the public, contractors, and government agencies. Respond to service requests. Provide information, education and explanation to residents and business owners regarding City stormwater programs, projects, regulations and policies. 

5. Perform related duties as assigned. 

_E_ denotes an essential function of the job

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Stormwater infrastructure, hydrology and water quality monitoring.
- Terminology, principles and equipment used in infrastructure asset management including how infrastructure is maintained, operated, preserved, repaired and replaced.
- Infrastructure inventory, condition assessment, risk assessment, and preservation methods and procedures.
- Application of geographic information systems including software, equipment, and symbols.
- Modern construction and repair methods for municipal infrastructure.
- Municipal equipment and services procurement procedures.
- Federal, State and local water quality standards, regulations and guidelines, including NPDES, the Endangered Species Act, Shoreline Management Act, and Growth Management Act.
- Nonpoint and point source pollution sources and pollutants.
- Procedures to analyze collected water quality data to identify illicit connections and illicit discharges.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**SKILL IN:**
- Computer software programs, data base systems, spreadsheets and instrumentation utilized for the work performed.
- Collecting, analyzing and interpreting stormwater data to draw conclusions about sources of pollutions, impacts on beneficial uses, and confirmation with Federal and State water quality standards and guidelines.
- Developing cost estimates and managing budgets.
- Contract management.
- Operating a desktop or laptop computer.

ABILITY TO:

- Plan, lead and/or coordinate the work project team members.
- Create complex or difficult information and/or maps based on records or data and calculations.
- Become familiar and keep current with asset management concepts, principles, and practices.
- Collect and analyze technical information and 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.
- Make field measurements and complete calculations using computers or calculators.
- Read and interpret Federal and State water quality rules and regulations.
- Develop specifications and oversee contract services.
- Prepare technical reports and issue papers.
- Implement spill response procedures.
- Communicate effectively, both orally and in writing.
- Prepare and make effective oral presentations to groups and individuals.
- Plan, organize, prioritize and schedule work.
- Establish and maintain cooperative and effective working relationships with others.
- Physically perform the essential job functions.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor’s degree in engineering, geography, environmental science or closely related field and two years of progressively responsible experience.
- Two years of stormwater and asset management program experience preferred.
- Municipal experience preferred.
- A combination of education, training and experience that provides the candidate with the knowledge, skills and abilities to perform the job will be considered.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.
- Certified Erosion Sedimentation Control Lead and/or Certified Erosion, Sediment and Stormwater Inspector certifications are preferred.
WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard and water quality monitoring equipment. Walking over rough or uneven surfaces, bending at the waist, kneeling or crouching, and lifting and carrying objects weighing up to 60 pounds.

HAZARDS:

Working around passing traffic, working in adverse weather conditions, working around hazardous chemicals and materials, and working in confined spaces including manholes, catch basins and vaults.

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

_______________________________  ___________
Employee Signature                 Date

_______________________________
Employee Name (PRINTED)