# ASSET MANAGEMENT COORDINATOR

# Classification

Non-Exempt

# Salary Grade

Grade 5

Starting $28.00/hr

# Reports to

GIS Analyst Lead

# Summary/Objective

The Asset Manager Coordinator is responsible for the implementation and long-term maintenance of the Green Valley Water (GVW) GIS based Asset Management Solution. This position coordinates with all GVW departments for the successful operation of the Asset Management Solution including asset records, work orders, inventory, receiving, and scheduling/calendar. Work is performed under the direction of the GIS Analyst Lead but is carried out with a high degree of independent judgement in accomplishing the work and is held accountable for results.

# Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Implement and maintain the Asset Management Solution to effectively track and manage District assets throughout their lifecycle.
2. Establish process and procedures for asset acquisition, inventory management, parts receiving, maintenance scheduling, and asset disposal.
3. Utilize the Elements XS asset management software and tools by Novotx to optimize asset performance and maximize return on investment.
4. Coordinate the locating, inventorying, and recording of existing assets into the GVW GIS System using ArcGIS Pro.
5. Provide QA/QC of preventative maintenance, repair, and unscheduled emergency maintenance work orders for assets in the GVW Collection System and Water Reclamation Facility to ensure accuracy.
6. Maintain an accurate parts inventory, along with purchase orders and parts receiving using the Asset Management Solution.
7. Maintain a calendar/scheduling of all GVW field personnel for accuracy using the Asset Management Solution.
8. Provide training and support to GVW end-users on the use of the Asset Management Solution. Develop training materials, conduct workshops, and provide ongoing assistance to ensure users are proficient in utilizing the solution effectively.
9. Maintains a knowledge base in GIS-related software and technologies.
10. Has a working knowledge of ArcGIS Pro.

# Competencies

1. Geographical Information Systems (ArcGIS Pro)
2. Recordkeeping/Documentation
3. Logical Reasoning
4. Leadership
5. Attention to detail
6. Safety Awareness
7. Mission Driven/Results/Values and Goal Oriented
8. Computer Skills/Working with Tools and Technology
9. Creative Thinking/Critical Problem Solving/Troubleshooting/Analytical Assessment/Decision Making
10. Quality/Timely/Accurate Control and Continuous Improvement
11. Public Relations/Customer/Client Focus/Community Relations/Internal Relations with Courtesy and Professionalism
12. Teamwork/Trust Building/Training Skills
13. Adaptability and Diversity Perspective

# Supervisory Responsibility

This position has no supervisory responsibilities.

# Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment, such as computers, phones, photocopiers, and filing cabinets. May require work in warehouses and storage facilities.

# 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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, stand, walk, use hands and fingers, handle or feel, and reach with hands and arms.

# Position Type and Expected Hours of Work

This is a full-time position in the GVW office. Typical days and hours of work are Monday through Friday, 7:00 a.m. to 4:00 p.m. This position is not a remote or hybrid position.

# Travel

Travel is daily and primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

# Required Education and Experience

1. High school diploma or GED
2. A minimum of three (3) years’ experience with asset management, including GIS experience.

# Preferred Education and Experience

1. A GIS or GISP certificate from a certifying body
2. Wastewater industry experience

# Additional Eligibility Qualifications

# Work Authorization/Security Clearance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

# AAP/EEO Statement

GVW is an equal opportunity employer. GVW shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

# Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

1. Assist other departments with various tasks as is necessary.

# Signatures

This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

BENEFITS OFFERED

* Medical/Dental/Vision-currently paid @100% Employee and Dependents
* Short Term/Long Term Disability currently paid @100%
* 401K with match-up to 9%
* Profit Sharing-1%
* 11 Paid holidays, including your BDay
* Sick/Vacation Accruals each payroll
* Costco Membership
* Uniform/Boot reimbursement
* Discounted rates for travel/entertainment through Benefit Hub and Working Advantage