

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

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| HUMAN RESOURCES DEPARTMENT EMPLOYMENT AND COMPENSATION DIVISION | Job Title | <u>Asset Management Technician</u> |
| | Sch & Grade | <u>PAT-6</u> |
| | Class Code | <u>CD03</u> |
| | FLSA Status | <u>Non-Exempt</u> |
| | Bargain Unit Elig. | <u>AFSCME</u> |
| | Occupational Group | <u>Engineering Support</u> |

PRIMARY PURPOSE:

Coordinates the City's Asset Management program, initiates and completes Service Requests and Work Orders. Reviews field information for accuracy before inputting data into the Data Base.

SUPERVISION:

Under the direct supervision of a Professional Engineer.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Manage the data being input into the Division's Asset Management System, including inventory and the condition of the City infrastructure assets. Collect additional and missed data in the inventory and condition of the City's assets.
2. Utilizes electronic equipment (GPS) to collect pavement and asset data at various locations throughout the City, monitoring operations periodically, and retrieving data.
3. Works with Finance Department to value the City's infrastructure assets as required by GASB 34.
4. Initiates, updates and completes Service Requests received from Citizens, other Departments, Council and others. Ensures that responses are provided for those requesting information.
5. Prepares reports and presentations of the data for asset inventory and condition.
6. Initiates and completes Work Orders for the City's infrastructure.
7. Identifies, collects and records pavement condition and maintenance as well as identifies, collects and records asset inventories of public facilities on the ROW.
8. Maintains accurate and detailed descriptions of all snow related activities – including personnel, equipment and material usage.
9. Drives automobile and van to study pavement condition and inventory.
10. Responds to phone and in-person service requests from contractors and the general public and follows up to ensure the requestor's concerns are satisfied.
11. Utilizes two-way radio to dispatch messages and relays directions from the Assistant Superintendent of Street Maintenance to various construction crews.

IMPORTANT FUNCTIONS:

1. Utilizes computer applications to maintain records, analyze data and prepare reports.
2. Responds and assists construction crew in obtaining necessary materials to perform their duties.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Installation and operation of various data collection equipment and related computer software applications.

Abilities

Ability to install and maintain various data collection equipment; utilize computer software applications including word processing, database and spreadsheet; follow oral and written instructions; communicate effectively both verbally and in writing; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires two years of college or vocational/technical training with at least 24 credit hours in any combination of the following areas: Planning and research, statistical analysis, mathematics, pre-engineering or engineering technology, industrial technology, computer science, information systems, or a related field plus two years experience with general computer experience using a variety of software packages. Directly related experience in Infrastructure Management, Asset Management or related fields may be substituted for the educational requirement.

Physical Requirements

Perform bending, sorting, kneeling, standing for long periods of time, and reaching to both ground level and overhead; lift and carry medium weight objects of 50-75 lbs; push and pull up to 20 pounds; hold and grip objects; must have ability to operate a computer keyboard and/or mouse on a regular basis.

Working Environment

Outdoor and Indoor work. Possibly subjected to extreme weather conditions, dust, fumes and pollen while working outdoors; susceptible to safety hazards associated with working in and around moving traffic; subject to constant and possibly extreme noise; may be subject to poor lighting when working in twilight conditions.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Flexible schedule with a variety of working hours.

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| Last Revision: | February 8, 2012 | GENERAL ORDINANCE NO. 5564 |
| Comments: | Updated Ablitites | Date: June 26, 2006 |

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____