CITY OF PORTLAND, MAINE

ASSET MANAGEMENT TECHNICIAN (2 vacancies) – The Water Resources section within the Department of Public Works is seeking two talented team members who are responsible for utilizing specialized computer software including the Cityworks CMMS, geospatial systems (Esri ArcGIS) and CCTV programs. The successful candidates will operate and program computer software related to the wastewater collection system; collect and analyze data, write reports and perform special projects as assigned; assist in analysis of asset information to evaluate asset conditions and maintenance priorities; participate in the development of work processes and standards for the use and analysis of asset information; perform general office and clerical tasks such as copying, data entry and filing; prepare and maintain accurate location and attribute records for the City's collection system using GPS, GIS, CAD and asset management system; provide field asset support and train field staff on asset management concepts; investigate field conditions and recommend resolutions to infrastructure and environmental concerns, especially as they relate to the wastewater collection system; collect information and perform inspection on a variety of assets to ensure compliance with regulations; prepare corrective action plans, job plans, service requests and work orders; may review City, State or Federal legislation and performs related work as required. **Requirements:** Advanced knowledge of personal computers, Microsoft Office, Cityworks CMMS, Esri Suite of products, Crystal Reports and AutoCAD; Bachelor's degree in GIS, Computer Science, Environmental Science or related field; thorough knowledge of water resources collection systems, inspection and maintenance techniques and working knowledge of municipal operations; working knowledge of combined system overflow programs, DEP regulations concerning bypassed flows and reporting requirements; ability to train employees and understand and interpret construction plans and specifications; ability to follow written/oral instructions and keep thorough and accurate records; ability to establish and maintain good working relationships with other employees, supervisors and the general public and ability to withstand varied climatic conditions. Possession of education and certifications in the wastewater and storm water fields desired. Candidates must possess a NEWEA Grade IV Collection Systems Certificate or be able to obtain within one year; must possess and maintain NASSCO PACP/MACP/LACP Certifications or be able to obtain within one year; must have valid State of Maine Class C driver's license and must have and maintain a good driving record; successful applicants must pass criminal conviction background check and positive reference check. CEBA - Grade 18 - $889.88/wk. - recruit step.