<center>**POSITION DESCRIPTION**</center>

Class Title: Asset Management Technician   FLSA: Non-Exempt
Class Grade: CEBA 18
Date: March 2019

Nature of Work

Work involves skilled and advanced technical work on the City's collection system. This position utilizes specialized computer software including the Cityworks CMMS, geospatial systems (Esri ArcGIS), CCTV programs and makes recommendations regarding improvements to the City's collection system.

Supervision Received

Works under the general supervision of the Asset & Information Management Specialist.

Supervision Exercised

May supervise technical and/or maintenance employees.

Essential Duties and Responsibilities

Operates and programs computer software related to the wastewater collection system.

Collects and analyzes data; writes reports; performs special projects as assigned.

Assists in analysis of asset information to evaluate asset conditions and maintenance priorities.

Participates in the development of work processes and standards for the use and analysis of asset information.

Performs general office and clerical tasks such as copying, data entry and filing.

Prepares and maintains accurate location and attribute records for the City's collection system using GPS, GIS, CAD and asset management system.

Provides field asset support and train field staff on asset management concepts.

Investigates field conditions and recommends resolutions to infrastructure and environmental concerns, especially as they relate to the wastewater collection system.

Collects information and performs inspections on a variety of assets to ensure compliance with regulations.

Prepares corrective action plans, job plans, service requests and work orders.

May review City, State or Federal legislation.

May prepare technical documentation for City Council orders.

Performs related work as required.

Requirements of Work

Advanced knowledge of personal computers, Microsoft Office, Cityworks AMS, Esri ArcGIS, Crystal Reports and AutoCAD.

Four-year degree in GIS, Computer Science, Environmental Science or a related field.

Thorough knowledge of water resources collection systems.

Thorough knowledge of inspection and maintenance techniques.

Working knowledge of municipal operations.

Working knowledge of combined system overflow programs, DEP regulations concerning bypassed flows, and reporting requirements.

Ability to train employees.

Ability to understand and interpret construction plans and specifications, and written/oral instructions.

Ability to keep thorough and accurate records.

Ability to establish and maintain effective working relationships with other employers, supervisors and the general public.

Ability to withstand varied climatic conditions.

Training and Experience Desired

Possess education and certifications in the wastewater and storm water fields.

Necessary Special Requirements

Must possess a NEWEA Grade II Collection Systems Certificate or be able to obtain one within 1 year.

Must possess and maintain NASSCO PACP/MACP/LACP Certifications or be able to obtain them within 1 year.

Must possess a valid State of Maine Class C Motor Vehicle Operator's license.

Must have and maintain a good driving record.

Must pass criminal conviction background check.