



CITY OF BURLINGTON, VERMONT
invites applications for the position of:

Water Resources Infrastructure Asset Manager

SALARY: \$69,908.13 - \$76,898.77 Annually

OPENING DATE: 08/18/20

CLOSING DATE: Continuous

FLSA: Exempt

UNION: Non-Union

GRADE: 20

**POSITION
STATUS:** Regular Full Time

GENERAL PURPOSE:

Leads the Water Resources Division of Public Works in geospatial data (GIS) management, analysis, reporting. Responsible for implementation and ongoing maintenance of the Water Resources asset management program, including tracking of operational metrics and key performance indicators. Oversees the annual and long-term, maintenance and operational management of horizontal public water resources infrastructure.

ESSENTIAL JOB FUNCTIONS:

GIS Related Duties:

- Plan for, develop workflows for and ensure collection of field asset inventory data in support of the on-going development, implementation and maintenance of robust water resources GIS database necessary for efficient operations and long term capital planning.
- Perform complex GIS procedures and data analysis.
- Serve as technical lead for Water Resources Division in the development, configuration, maintenance, implementation and enhancements of desktop, web, or mobile GIS applications.
- Responsible for maintaining timely and accurate updates of GIS based impervious mapping used to generate Stormwater utility bills.
- Create maps and other visual tools.
- Advise and train users on how to use GIS tools; assist staff with troubleshooting GIS issues and interpreting GIS data.
- Meet with GIS users on a regular basis to analyze the operation of the GIS system and consider suggestion.
- Resolve problems in the use of GIS Applications and Data.
- Analyze GIS data to generate variety of metrics for Water Resources Division.
- Collect and integrates as-built water resources utility data from public and private projects into City GIS.

Asset Management Duties:

- Lead development and on-going update of Water Resource Asset Management Plan and asset condition assessments; oversee asset management consultants.
- Support organizational adherence with all aspects of the Water Resources organization to the Water Resources Asset Management Plan, including levels of service goals, strategies

and performance measures/indicators.

- Develop methods and workflows for data collection in support of benchmarking Water Resource Division success on levels of service and performance measure goals. Track and report on key performance indicators related to the asset management plan.
- Provide critical input to the development of infrastructure maintenance management plans for water, wastewater and stormwater infrastructure.
- Assist Water Resources Engineering staff with identification of Capital Improvement Program (CIP) projects to ensure adequate service, capacity, performance and regulatory compliance of water, wastewater and stormwater systems.
- Develop, document and periodically update the program for condition assessment data collection and organization; oversee field-based condition assessment program activities to assure that field staff are complying with program data collection requirements; design and implement research-based condition data programs (data mining of historical records, GIS, etc.)
- Responsible for initial and ongoing implementation of Computerized Maintenance Management System (CMMS) including development of workflows for work order completion.
- Support employee users of See Click Fix or other customer request for service system.

Planning/Technical Assistance:

- Assist Water Resources Division Director with strategic long term planning for asset management.
- Oversee the City's collection system capacity management, operation and maintenance (CMOM) program including scheduling and coordinating work related to CCTV (video) inspection and repair and renewal of existing stormwater and wastewater collection system infrastructure.
- Assist Water Resources Engineers in risk based prioritization of capital improvements and annual capital budget planning.
- Ensure data from CCTV efforts is collected according to PACP (Pipeline Assessment Certification Program) standards.
- Support the Water Resources Engineers, as needed, with flow metering and maintaining the Hydraulic/Hydrologic models.
- Respond to data and mapping information requests for homeowners, developers, engineers, regulators regarding water resources asset information (location, attributes, condition, flow rates).
- Support the development of small scale designs for stormwater improvements to the right of way.

Non-Essential Job Functions:

- Performs other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's degree in Environmental Science, Engineering, GIS, or other water quality related field required. Additional experience may be substituted for a degree requirement on a two-for-one per year basis.
- Minimum three (3) years of progressively responsible experience in water resources planning, engineering or related fields.
- Minimum two (2) years of experience with GIS.
- Experience or related skills with asset management in an ArcGIS environment including the collection of new data using professional mapping grade GPS and maintenance of related tables to store inspection, maintenance and other related data preferred.
- Experience with or ability to manage a computerized maintenance management system (CMMS) preferred.
- Pipeline Assessment Certification Program (PACP) Certification preferred.
- Experience with municipal water resources (water, wastewater, stormwater) infrastructure planning, design, construction, operations preferred.
- Must have strong computer skills; demonstrated ability to effectively use computer equipment and related software; competent in use of Microsoft Office (Excel, Word,

Powerpoint, Publisher) and GIS (ArcGIS); demonstrated ability to use GPS hardware and software.

- Must have skill in public speaking with the ability to present public education programs.
- Must have the ability to occasionally work beyond normal hours, at night or weekends and to travel to various seminars and conferences for the benefit of the Department.
- Must have the ability to exercise independent judgment within the limits of the position;
- Ability to communicate professionally and diplomatically with contractors and the public regarding the various projects under development and construction.
- Must be able to handle various projects at the same time, work effectively under pressure and keep schedule on track.
- Ability to read, and analyze specifications and blueprints to ensure work complies with all contract specifications.
- Ability to establish and maintain good relations with his/her co-workers.
- Ability to obtain and maintain a valid Vermont State Driver's license required.
- Ability to receive constructive criticism and react appropriately.
- Must be able to operate and have a general working knowledge of personal computers, tablet computers, smartphones, and other standard office devices.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

ADDITIONAL INFORMATION:

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information.

The City is also committed to providing proper access to services, facilities, and employment opportunities.

Applications for this position are only accepted on-line at <https://www.governmentjobs.com/careers/burlingtonvt>

For accessibility information or alternative formats, please contact Human Resources Department at 802-540-3057.

WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.burlingtonvt.gov/HR/career-and-internship-openings>

Position #1316-19-001
WATER RESOURCES INFRASTRUCTURE ASSET MANAGER
VS

200 Church Street, Suite 102
Burlington, VT 05401
802-540-2505

careers@burlingtonvt.gov

Water Resources Infrastructure Asset Manager Supplemental Questionnaire

* 1. What is your highest level of education?

- High School Diploma or Equivalent
- Some College
- Associate's Degree
- Bachelor's Degree or Higher

* 2. How many years of progressively responsible experience in water resources planning, engineering or related fields do you have?

- 0 to 2 years
- 3 to 6 years
- 7 to 10 years
- or more years

* 3. How many years of experience do you have with GIS?

- 0 to 1 year
- 2 to 5 years
- 6 to 9 years
- 10 or more years

* Required Question