



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

Asset Management & GIS Coordinator

SALARY:	\$70,975.38 - \$79,205.74 Annually
OPENING DATE:	03/28/22
CLOSING DATE:	04/23/22 11:59 PM
FLSA:	Exempt
UNION:	Non-Union
GRADE:	20
POSITION STATUS:	Regular Full Time
GENERAL PURPOSE:	

The Asset Management & GIS Coordinator is responsible for overseeing and managing the City's Asset Management Program in its proactive oversight of Burlington's infrastructure. In coordinating the program, this position will establish and maintain computerized maintenance management systems (CMMS)/enterprise asset management systems (EAM) and geographic information systems (GIS), train staff, and collaborate with asset managers and GIS users in defining workflows, managing data, conducting condition and risk assessments, setting levels of service, prioritizing financial investments and reporting on performance. By building a robust asset management culture within the City, this position will lower the total cost of ownership for the City's infrastructure, enhance collaboration among departments and asset managers, unify GIS standards and procedures across departments, and strengthen policies and procedures relating to asset stewardship.

ESSENTIAL JOB FUNCTIONS:

- GIS RELATED DUTIES
 - Plans for, develops workflows for and ensures collection of field asset inventory data in support of the on-going development, implementation, and maintenance of the robust GIS database necessary for efficient operations, long term capital planning, and which serves as the foundation for the CMMS/EAM.
 - Performs complex GIS procedures and data analysis.
 - Serve as technical lead for the development, configuration, maintenance, implementation and enhancements of desktop, web, or mobile GIS applications.
 - Responsible for maintaining timely and accurate updates to existing GIS datasets.
 - Creates maps and other visual tools.
 - Advises and trains users across departments on how to use GIS tools; assists staff with troubleshooting GIS issues and interpreting GIS data.
 - Oversees all GIS users across departments to analyze the operation of the GIS system and to create consistency across departments.
 - Centralize management and administration of GIS policies and procedures working collaboratively with GIS governance committee.
 - Resolves problems in the use of GIS Applications and Data.

- Assists with strategic planning for future upgrades, implementations, and conversions of the City's enterprise GIS environment.
- Procure and manage the relationship and contract with third party GIS host.
- **ASSET MANAGEMENT DUTIES**
 - Manages the City's Asset Management Program.
 - Oversees organizational adherence to the City's Asset Management Plan, including levels of service goals, strategies and performance measures/indicators.
 - Leads development and implementation of the City's Asset Management Plan.
 - Responsible for initial and ongoing implementation of Computerized Maintenance Management System (CMMS)/Enterprise Asset Management System (EAM) including development of workflows for service request and work order completion.
 - Supports employee users of SeeClickFix or other customer request for service system as it relates to the CMMS.
 - Oversees asset condition assessments and asset management consultants.
 - Coordinates with various departments to compile information, recommend standards and guidelines, and develop workflows to reach desired levels of service for each asset class.
 - Work with asset managers to create, distribute and execute various internal performance and metric reports to management.
 - Trains staff and provides ongoing coaching to develop long-term commitment to the City's Asset Management Program across asset classes.
 - Monitors reports provided by city asset managers.
 - Provide data to inform the Capital Program for its five year strategic capital investment.
 - Assists with strategic long-term planning for Asset Management Program.
 - Assists in risk-based prioritization of capital improvement and annual capital budget planning.
 - Plans and supports physical audit of projects for data validation.
 - Evaluate issues, identify concerns, and recommend solutions; assuring that all project and service issues are addressed and resolved.
 - Collaborate with other departments to ensure inclusivity, comprehensive planning and implementation of processes.
 - Chair the Asset Management Steering Committee.
 - Prioritize enhancement requests with the AM Steering Committee.
 - Raises issues or delays to Department Head, Capital & Special Projects Director, and/or the AM Steering Committee.

Non-Essential Job Functions:

- Performs other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- 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.
- Proof of COVID-19 vaccination required, reasonable accommodations will be considered.
- Bachelor's Degree in information technology, geography, environmental science, engineering or a closely related field.
- Minimum 2 years of experience with GIS or equivalent combination of education and experience required.
- License or Certificate: Geographic Information Systems Professional (GISP) or other professional GIS certification preferred.
- A combination of education, training and experience that provides the candidate with the knowledge, skills and abilities to perform the job will be considered.
- Two years of asset management program experience.

- Experience with or ability to manage a computerized maintenance management system (CMMS)/ enterprise asset management system (EAM) preferred.
- Experience in ArcGIS Enterprise deployment, Server and Portal for ArcGIS.
- Experience managing a multi-user geodatabase environment preferred
- Experience in program management and development of business process systems.
- Experience in managing a database or similar software system.
- Must have strong computer skills; demonstrated ability to effectively use computer equipment and related software; competent in use of Microsoft Office (Excel, Word, Outlook) and GIS (ArcGIS); demonstrated ability to use GPS hardware and software.
- Experience in teaching, training and/or coaching in a work environment.
- Experience in public speaking and running meetings both in person and remotely.
- Ability to establish/maintain effective working relationships, collaborate in a team environment.
- Leadership skills in influencing solutions to create a collaborative resolution for the best interest of all parties concerned.
- Municipal experience preferred, with a knowledge of public works streets, sidewalks, utility infrastructure, and facilities infrastructure.
- Knowledge of terminology, principles (inventory, levels of service, condition assessment, risk assessment) and equipment used in infrastructure asset management.
- Knowledge of application and use of geographic information systems (GIS) including software, equipment and symbols.
- Experience with IT asset management, computerized maintenance management, finance or accounting a plus.
- Must be extremely detail oriented and well organized.
- Demonstrated strong knowledge of technology and understanding of emerging technologies, services and programming trends in capital and facility planning.
- Demonstrated interpersonal, written and oral communication skills.
- Strong organization and planning skills including the ability to perform multiple projects or tasks simultaneously.
- Ability to prepare comprehensive reports, think analytically and communicate effectively.
- Ability to work closely with confidential information with co-workers in a shared office, often under pressure; both independently and as part of a team.
- Must have the ability to exercise independent judgment within the limits of the position
- Must have the ability to occasionally work beyond normal hours, at night or weekends and to attend public meetings for the benefit of the Municipality.
- 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.
- 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:

Promoting a culture that reveres diversity and equity

The City of Burlington is proud to be an equal opportunity employer, and we are strongly committed to creating a dynamic and equitable work-force that mirrors the population and world that we serve. We do not discriminate on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, crime victim status, veteran status, disability, HIV positive status, or genetic information in employment or the provision of services.

In addition to being an equal opportunity employer we actively encourage applicants who can contribute to our growing diversity to apply.

Applications for our employment opportunities are **only accepted online through our Government Jobs website.**

For accessibility information or alternative formats, please contact Human Resources Department at [802-540-3057](tel:802-540-3057) or careers@burlingtonvt.gov.

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

Position #1340-04-001
ASSET MANAGEMENT & GIS COORDINATOR
VS

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

careers@burlingtonvt.gov

Asset Management & GIS Coordinator Supplemental Questionnaire

- * 1. Do you have at least a Bachelor's Degree in information technology, geography, environmental science, engineering or a closely related field?
 - Yes
 - No
- * 2. Do you have a minimum of two years of experience with GIS or an equivalent combination of education and experience?
 - Yes
 - No
- * 3. Do you have any Licenses or Certificates in Geographic Information Systems Professional (GISP) or other professional GIS certification?
 - Yes
 - No
- * Required Question