

CITY OF MILWAUKIE

CLASSIFICATION: ASSET MANAGEMENT TECHNICIAN

Department: Community Development/Public Works Grade Number: 10(60) FLSA: Non-exempt
Location: Johnson Creek Blvd. Union: AFSCME EEO Category: 7 – Skilled Craft

DESCRIPTION:

Performs a variety of work related to the technical aspects and computer applications in the area of public works asset management. This position has responsibility to work with all utilities to develop and maintain an asset management system in order to provide for the sustainability of the City's utility infrastructure. This position will identify needs for global positioning system (GPS) information and coordinate obtaining that information through the Operations Supervisors. Will establish and maintain a Geographical Information System (GIS) to map information pertinent to public works. The incumbent works under the direction of the Public Works Director. This position works closely with all the Operations Supervisors and staff and with the Information Services Technology (IST) staff.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Identifies asset management needs and works closely with the IST department to develop a database for managing and tracking information.
2. Provides technical support in the use of strategic business software by researching and evaluating alternative solutions; makes recommendations and advises system users.
3. Develops and maintains infrastructure maps using GPS equipment, and GIS mapping systems and maintains infrastructure inventory database for all utilities: water, storm, sewer and streets. Works with Operations supervisors to coordinate the completion of this work.
4. Builds and maintains a comprehensive GIS database. Creates and updates graphs, spreadsheets, charts and other related technical documents.
5. Provides technical graphics, mapping and as-built documentation and assists staff members as required.
6. Evaluates and monitors the integrity of the public works technical systems. Coordinates with the IST staff to resolve problems with the system application and works with the software provider to accomplish specific maintenance and modifications.
7. Establishes and maintains data and pertinent records; prepares statistical and narrative reports to assist all utilities in asset grouping, routine and preventative maintenance scheduling, replacement schedules, activity based costing, task management, historical trends analysis of work orders and other reports as needed, tracks and closes out service requests and work orders as needed.
8. Performs importing and exporting of Hansen Field works applications as well as technical field verification and support.
9. Evaluates information and problem solves any irregularities and either takes corrective action as necessary or makes recommendations as to appropriate corrective action.
10. Trains and assists other public works staff in utilizing these computer systems and keeps them apprised of changes and upgrades to databases.
11. Evaluates construction plans and sites to determine locating and mapping needs.
12. May work outdoors to inspect and gather data related to various infrastructure assets, including but not limited to manholes, storm water inlets, water valves, hydrants and street signs.
13. Analyzes computer software needs of public works and makes recommendations.
14. Maintains positive public relations with customers and is responsive to customer needs.

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15. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
16. Contributes to a positive team atmosphere at the City.
17. Performs assigned duties during emergency situations.
18. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) **Education:**

- i) Associates degree in computer science; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) Three (3) years of progressively responsible related experience; or
- ii) Any equivalent combination of education and experience.

b) **Necessary Knowledge, Skills and Abilities:**

Knowledge of:

- i) Asset management systems and their relationships to Graphical Information Systems (GIS).
- ii) Public works data management systems including Hansen System, GPS equipment and GIS mapping systems and their applications.
- iii) Concepts and business applications of personal computer systems.
- iv) Equipment, facilities, materials, methods, and procedures used in public works systems.
- v) Installation, connection, construction, and repair related to assigned specialty area.
- vi)
- vii) Safety practices and procedures applicable to area of assignment.
- viii) Safe and effective operating practices of light equipment used in assigned area.
- ix) Traffic systems, signs, and signals, techniques of flagging and traffic control.

Ability to:

- x) Operate and maintain public works data management systems, GPS equipment and GIS data bases.
- xi) Establish and maintain accurate and clear records, complete mapping process, and prepare reports.
- xii) Analyze and evaluate data, formulate proposals and implement computer system plans.
- xiii) Organize and prioritize tasks and work independently on projects.
- xiv) Provide effective training in the use of public works data management systems including Hansen.
- xv) Interpret construction plans.
- xvi) Maintain confidentiality of data when appropriate.
- xvii) Work safely.
- xviii) Communicate effectively
- xix) Establish and maintain effective working relationships.
- xx) Work as a team member and cultivate a team climate.
- xxi) Perform the essential functions of the job.

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3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon State Driver' License;
- b) Successfully pass the background checks and screening requirements of the City.

4. **Tools and Equipment Used:**

- a) Public works data management systems including Hansen; GPS equipment, public works software system and GIS mapping tool,
- b) All standard office equipment including but not limited to computer and printer, digital camera, fax machine and copy machines; Computer software including Asset Management, MS based word-processing, spreadsheet, and data base, and telephones.

5. **Supervision:**

- a) This position does not provide supervision to any other staff.
- b) Operates under the direction and supervision of the Public Works Director.

6. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed both in an indoor setting and outdoors in all weather conditions.
- b) Able to lift up to 25 pounds.
- c) General hours of work are 7:00 a.m. – 3:30 p.m. Monday – Friday.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 1/17/06
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Revised: 11/24/14