

CITY OF ATHENS
JOB POSTING—INTERNAL/EXTERNAL
MANAGER OF LOGISTICS AND STRATEGIC ASSET MANAGEMENT
UTILITIES—WATER SERVICES

Posting Date: 6/13/22

Classification: Classified, non-exempt

Base Annual: \$69,132.65--\$105,193.50

Closing Date: Open until filled

Grade: 22

Base Hourly: \$33.23/hr.--\$50.57/hr.

JOB SUMMARY: This position is responsible for managing the department's logistics and strategic asset management functions.

MAJOR DUTIES: Manages all aspects of logistics related to strategic asset management and geographical information system (GIS) database management for the Water and Sewer Department; identifies staffing needs to ensure the efficiency and effectiveness of asset management functions and to ensure the accuracy and completeness of the GIS database. Develops protocols, procedures and policies to support and facilitate water and sewer asset additions to asset inventories and databases for new developments and capital improvements. Identifies and secures technology resources (current & future needs) to perform logistics and strategic asset management functions for the water and sewer department. Identifies and defines staff needs and duties – secures needed staff for these needs. Manages and oversees the development of the GIS database in support of accurate hydraulic monitoring to ensure the accuracy of related infrastructure data. Trains, assigns, directs, supervises, evaluates, and disciplines personnel. Manages and oversees the proper use of software and hardware used to properly inventory all existing assets or modifications to the system, to document all maintenance and assessment activities, and to analyze data to set priorities for capital reinvestment and rehabilitation. Develops and sets standards for GIS database updates, including the requirements for as-built documentation of all new assets and asset modifications; develops standards and training for division staff. Supports hydraulic modeling needs for capital planning and new development reviews for the service area. Provides analytics support for operations and maintenance personnel to help identify problem trends, identify process opportunities for improving performance, improve efficiency and reduce costs, identify capital improvement needs, and set priorities for capital improvement in light of limited funds. Provides training and oversight of asset management program for department personnel during implementation and for new hires. Tracks and implements changes in technology as innovations arise within the water wastewater industries, including hardware and software technology. Processes study maps and GIS-SAM reports to aid management in the analysis of trends impacting the level of service provided by the water and wastewater departments; manages special projects involving the collection and analysis of field data. Responds to needs as directed by the Capital Improvements Manager and the Department Director. Performs related duties.

MINIMUM QUALIFICATIONS: 18 year or older. HS Diploma, GED and/or equivalent work experience. Valid AL Driver's License. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.

Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

KNOWLEDGE REQUIRED BY THE POSITION: Knowledge of logistics and asset management principles and practices. Knowledge of data mining and analysis principles. Knowledge of GIS database management principles, including knowledge of related data analysis and application. Knowledge of capital planning processes. Knowledge of the principles and procedures used in budget preparation, justification, monitoring and reporting. Knowledge of water and sewer linear assets operations and maintenance. Knowledge of water and sewer processes assets operations and maintenance. Knowledge of new development review and acceptance processes. Knowledge of asset management and computer maintenance management applications. Knowledge of optimization analytics to support continual process improvement efforts. Knowledge of water and wastewater treatment, conveyance, and distribution systems. Skill in organizing and coordinating field data collection, including as-built verifications. Skill in developing maps to depict particular asset issues. Skill in the analysis of problems and the development and implementation of solutions. Skill in the preparation of clear and precise administrative reports. Skill in directing the work of personnel. Skill in oral and written communication.

PHYSICAL DEMANDS/ WORK ENVIRONMENT: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee must distinguish between shade of color. Work is performed in an office and outdoors, occasionally in cold or inclement weather. Physical strength, ability, and mobility to perform all essential job functions with or without accommodation. Must be willing to work non-standard work hours, holidays, shifts, and weekends as necessary. Must be willing to be on-call.

City Application Required. Apply at City of Athens Human Resources, City Hall Municipal Offices, located at 200 W. Hobbs St., Athens. Inquiries: 256-233-8737 or City website www.athensal.us. *The City of Athens is an Equal Opportunity Employer and complies with all facets of the Americans with Disabilities Act. All reasonable accommodations will be considered for qualified applicants. The City is a drug-free workplace. Pre-employment drug screen and physical required. The City of Athens does not discriminate on the basis of race, color, sex, national origin, religion, age or disability in employment or the provision of services, programs, or activities.*