

## **CLASS TITLE: SENIOR SPECIAL PROJECTS ENGINEER – ASSET MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction implements and executes an Asset Management (AM) Program to ensure water and sanitary sewer system assets are properly planned, developed, funded, maintained, operated, protected, replaced and monitored to achieve established customer and environmental service levels at the lowest life cycle costs; provides special technical assistance to managers and department head on water and sanitary sewer utility issues; trains technical personnel in advanced asset management processes and performs other related required duties.

### **ESSENTIAL TASKS:**

- Develops, implements and directs the AM Program to minimize the life cycle cost of asset ownership via strategic planning, Capital Improvement Program (CIP) delivery and operations and maintenance activities
- Implements tools and processes for execution of an effective AM Plan, meeting service expectations, sustained system performance, regulatory requirements, security/safety asset and emergency response improvements, operational and maintenance efficiencies and sound financial planning
- Develops procedures to manage assets utilizing principles of life cycle based costing, making recommendations to division and section leaders and monitoring improvements
- Maintains and improves the asset registry and procedures related to condition assessment, valuation, security, safety and risk, communicating and coordinating efforts with key engineering and operations staff
- Participates in project preliminary design evaluations and studies to ensure inclusion of a clear picture of asset management principles and appropriate information, providing guidance to project managers for asset-related requirements in project designs
- Maintains business case analyses standards for proposed capital improvement projects, including formats for life cycle costs and non-economic analyses
- Leads and facilitates the AM team, coordinating the AM program with the Water and Sewer and Engineering staff and AM Systems Manager
- Organizes, conducts and documents AM cross-functional team meetings, coordinating the preparation of the CIP and identifying specific projects, including project evaluation and prioritization oversight
- Ensures asset data integration into strategic planning and CIP development
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil, electrical, mechanical or chemical engineering or a related field; and seven (7) years of progressively responsible experience in municipal water or wastewater operations; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of municipal water or wastewater operations' objectives, purposes, methods and practices; comprehensive knowledge of engineering principles applicable to the maintenance, repair and operation of a water or wastewater facility; comprehensive knowledge of the laws, ordinances and regulations related to the planning, development, operation, maintenance and safety/security of water or wastewater assets/facilities; considerable knowledge of modern developments and sources of information regarding water or wastewater operations; and good knowledge of asset management principles, practices and processes. Ability to prepare comprehensive reports and recommendations for improved and expanded service; ability to work effectively with others in complex and controversial situations with appropriate tact and courtesy; ability to formulate short and long-

range plans necessary to accomplish the goals of the department; ability to express ideas and recommendations effectively; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Professional Engineer's License for the State of Oklahoma, a valid Oklahoma Class "D" Operator's License; and a Class "A" Water and/or Wastewater License as issued by the Department of Environmental Quality (DEQ) preferred.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and may require traveling to various locations for field research.

**Class Code: 1122**

**EEO Code: E-03**

**Pay Code: EX-48**

**Group: Engineering, Planning, and Technical  
Series: Professional Engineering**

**Effective Date: April 17, 2013**