

TITLE: Computerized Maintenance Management System Administrator
Non-Exempt, Grade 26

DEPARTMENT: Operations

SUPERVISOR: Manager of Operations

Definition

Under the direction of the Manager of Operations, performs a wide variety of responsible and complex administrative and analytical duties; to oversee assigned administrative processes, procedures, and programs; and to provide information and assistance to District Managers and staff regarding the District's Computerized Maintenance Management System (CMMS).

Essential Functions

The following is a non-exclusive list of essential functions and work responsibilities. Work duties and responsibilities not included in the following list, which are deemed to be similar or related to the position by the incumbent's supervisor, shall not be excluded.

- Assume direct responsibility for monitoring the District's CMMS program; and assist in developing goals and objectives.
- Develop and implement a CMMS along with operational, administrative, program, and other policies and procedures related to the use of the CMMS.
- Configure and adapt the CMMS to meet the ongoing technical and functional requirements of the District
- Direct, in coordination with the Operations Manager, work assignments for the Operations Support Specialist
- Coordinate with all divisions and work groups to identify equipment, assets, property, and other information used to populate the CMMS; enter information into CMMS.
- Assist with the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls; prepare various financial reports as required.
- Collect, compile, and analyze complex information from various sources on a variety of specialized areas related to the assigned area; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
- Participate in special projects including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.
- Assist in the preparation of ordinances and other supporting program documents; prepare and monitor program grants and related proposals; monitor compliance with applicable contractual agreement.
- Coordinate with outside agencies or groups; provide referral and resource information.
- Perform related duties as assigned.

Employment Standards/Qualifications

Knowledge of:

- Computerized maintenance management systems.

- Geographic information systems.
- Methods of research, program analysis, and report preparation.
- Principles and practices of budget administration.
- Principles and practices of program development.
- Microsoft Office software (Word, Excel, PowerPoint, Access, etc.)
- Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person and over the telephone.
- Safe work practices and work safely

Ability to:

- Populate and use a complex computerized maintenance management system.
- Perform complex administrative and analytical activities for the assigned program.
- Independently perform the most difficult administrative and analytical activities in the area of work assigned.
- Understand the organization and operations of the District and outside agencies as necessary to assume assigned responsibility.
- Interpret and apply administrative and departmental policies and procedures.
- Perform responsible and difficult administrative work involving the use of independent judgement and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare clear and concise reports.
- Independently prepare correspondence, memoranda, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain affective working relationships with those contacted in the course of work.

Experience

- Five years of increasingly responsible administrative and analytical experience preferably within a local government environment using a computerized maintenance management system.

Environmental Factors

- Office environment.

Physical Conditions

- Required to work at a computer terminal for prolonged periods of time.
 - Must be able to walk, bend, stoop, twist, turn, and sit.
 - Must be able to lift, push, pull, and carry items of moderate weight.
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I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Department Manager's Signature

Date