

# Water Authority Position Description

## BUS PROCESS ASSET MGT ANALYST

Status	Position Code	Level	Date
APPROVED	BPAM	P27	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

MAINTAIN THE INTEGRITY, VALIDITY, AND FUNCTIONALITY OF VARIOUS INFORMATION SYSTEMS FOR THE WATER AUTHORITY OPERATIONS GROUP INCLUDING MAXIMO. MAINTAIN ASSET MANAGEMENT REGISTRY AND INVENTORY DATABASE. DEVELOP PROCESSES AND PROCEDURES TO CAPTURE RELEVANT DATA FOR DECISION MAKING BY LEADERSHIP. OVERSEE DAY-TO-DAY ACTIVITIES OF PLANNER SCHEDULERS AND SERVE AS FUNCTIONAL LEAD AND SUBJECT MATTER EXPERT FOR DIVISION AND PROJECT MANAGERS, SUPERINTENDENTS AND OTHER WATER AUTHORITY EMPLOYEES.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN ENGINEERING, ENVIRONMENTAL SCIENCE, ECONOMICS, PLANNING OR A RELATED FIELD PLUS FIVE (5) YEARS OF EXPERIENCE IN UTILITY ASSET MANAGEMENT, INFORMATION SYSTEMS, TECHNICAL OR ADMINISTRATIVE EXPERIENCE IN WATER OR WASTEWATER SYSTEMS, INCLUDING TWO (2) YEAR SUPERVISORY OR TECHNICAL LEAD EXPERIENCE.

### ADDITIONAL REQUIREMENTS

PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION  
POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

### SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM CHIEF OPERATING OFFICER  
EXERCISES SUPERVISION OVER STAFF AND SERVES AS BUSINESS PROCESS LEAD

### ESSENTIAL FUNCTIONS

1. DEVELOPS AND IMPLEMENTS ASSET MANAGEMENT POLICIES AND PROCEDURES. RECOMMENDS PROCESSES TO IMPROVE OPERATIONAL PERFORMANCE ENSURING ADHERENCE TO WATER AUTHORITY POLICIES AND PROCEDURES. IDENTIFY OPPORTUNITIES FOR IMPROVING SERVICE DELIVERY METHODS AND PROCEDURES FOR MANAGING THE WATER AUTHORITY'S ASSETS.
2. OVERSEES THE PROCESSING OF ALL WORK ORDER DATA ENTRY FOR MAXIMO AND THE MAINTENANCE OF RELATED TABLES TO ENSURE THE ACCURACY AND CONSISTENCY OF RECORDS.
3. SERVES AS A FUNCTIONAL LIAISON WITH INFORMATION SERVICES IN RELATION TO SYSTEM IMPLEMENTATIONS, CONVERSIONS, AND UPGRADES. ASSISTS IN THE DEVELOPMENT OF BUSINESS REQUIREMENTS AND EVALUATION OF SOFTWARE CAPABILITIES AS A USER IN ORDER TO ENSURE THE BEST DESIGN OF BUSINESS SYSTEM SOLUTIONS. ASSISTS INFORMATION SYSTEMS AS A FUNCTIONAL USER IN THE TESTING OF SYSTEM PATCHES, TABLES, REPORTS, AND SOFTWARE UPGRADES. EXTRACTS AND ANALYZES DATA FROM SYSTEMS, SUCH AS MAXIMO OR OTHER BUSINESS SYSTEMS. WORKS WITH IT AND USERS TO IDENTIFY NEW OPPORTUNITIES FOR DATA ANALYSIS APPLICATIONS TO EVALUATE BUSINESS PERFORMANCE AND TO SUPPORT BUSINESS DECISIONS.
4. COORDINATE ACTIVITIES WITH DIVISIONS AND OVERSEE CONSULTANTS TO DEVELOP AND UPDATE THE ASSET MANAGEMENT PROGRAM. KEEP HIGHER MANAGEMENT INFORMED OF SENSITIVE AND CONTROVERSIAL ISSUES AND THEIR RESOLUTIONS.
5. PREPARE FINANCIAL, OPERATIONAL, STATISTICAL AND OTHER TECHNICAL REPORTS UTILIZING COMPUTERIZED INVENTORY AND ASSET REGISTRY IN CONJUNCTION WITH ASSET MANAGERS TO INCLUDE CALCULATIONS OF NET PRESENT VALUE AND LIFE CYCLE COST. PERFORM BENEFIT/COST ANALYSIS FOR ASSET PERFORMANCE AND EVALUATION OF DIFFERENT OPTIONS.
6. MAINTAIN INTEGRITY OF MAXIMO DATABASE OF WATER AUTHORITY ACTIVITIES AND ASSETS AND ASSIST IN DATA COLLECTING, GATHERING AND DATA ANALYSIS FOR A VARIETY OF PURPOSES.
7. PROVIDE TECHNICAL EXPERTISE TO PROJECT MANAGERS OR OTHER WATER AUTHORITY PERSONNEL IN OBTAINING OPERATIONAL AND MAINTENANCE RECORDS, FINANCIAL AND COST DATA AND PERFORMANCE CRITERIA FOR INDIVIDUAL ASSETS.
8. ASSIST IN THE DEVELOPMENT OF SHORT AND LONG-TERM ASSET MANAGEMENT AND CAPITAL IMPROVEMENT PROGRAMS IN COORDINATION WITH THE FINANCE DIVISION.
9. ATTEND AND PARTICIPATE IN CAPITAL PLANNING, COORDINATION AND DEVELOPMENT OF LONG-RANGE ACTIVITIES.
10. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.

#### **SUPPLEMENTAL FUNCTIONS**

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

**PREFERRED KNOWLEDGE**

MAXIMO ASSET MANAGEMENT SYSTEMS SOFTWARE  
WATER AUTHORITY OPERATIONS AND MAINTENANCE PROCESSES, EQUIPMENT, AND FACILITIES  
METHODS AND TECHNIQUES OF PROJECT MANAGEMENT  
ECONOMIC PRINCIPLES AND PRACTICES, THE ANALYSIS AND REPORTING OF FINANCIAL DATA  
COMPUTER OPERATING SYSTEMS AND SOFTWARE INCLUDING SPREADSHEET AND DATABASE APPLICATIONS  
PRINCIPLES AND PRACTICES OF SUPERVISION AND TRAINING  
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

**PREFERRED SKILL/ABILITY**

DEVELOP AND IMPLEMENT WATER AUTHORITY BUSINESS PROCESSES UTILIZING MAXIMO OR RELATED SYSTEMS  
ANALYZE BUSINESS PROCESSES, IDENTIFY PATTERS AND RELATED TRENDS AND RECOMMEND CORRECTIVE ACTION  
MANAGE AND DIRECT PLANNER/ SCHEDULER STAFF  
COORDINATE ACTIVITIES WITH WATER RESOURCES, FIELD, PLANT AND FINANCIAL DIVISIONS  
CONDUCT A VARIETY OF TECHNICAL FIELD INSPECTIONS  
COLLECT AND ANALYZE TECHNICAL DATA AND SUMMARIZE INTO USEABLE FORM FOR DECISION MAKING BY WATER AUTHORITY LEADERSHIP  
COORDINATE VARIOUS PHASES OF THE WATER AUTHORITY'S ASSET MANAGEMENT PROGRAM  
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION  
PRESENT FACTS AND RECOMMENDATIONS EFFECTIVELY IN ORAL AND WRITTEN FORM  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

FIELD AND OFFICE ENVIRONMENT; TRAVEL FROM SITE TO SITE

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR PROLONGED PERIODS OF TIME; MODERATE OR LIGHT LIFTING  
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT