

Water Authority Position Description

PROGRAM MANAGER-ASSET MANAGMNT

Status	Position Code	Level	Date
APPROVED	PMAM	P29	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

PLAN, DIRECT, MANAGE AND OVERSEE THE ACTIVITIES AND OPERATIONS OF THE WATER AUTHORITY'S ASSET MANAGEMENT PROGRAM.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN HYDROLOGY, WATER RESOURCES, WATER LAW, BIOLOGY, CHEMISTRY, ENGINEERING, ADMINISTRATION OR A RELATED FIELD, PLUS SEVEN (7) YEARS MANAGEMENT/ADMINISTRATION, ENVIRONMENTAL PLANNING, ENGINEERING OR LEGAL EXPERIENCE RELATED TO ASSET MANAGEMENT TO INCLUDE FOUR (4) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

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

RECEIVE ADMINISTRATIVE DIRECTION FROM HIGHER LEVEL MANAGEMENT STAFF.
EXERCISE DIRECT SUPERVISION OF SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. ASSUME MANAGEMENT RESPONSIBILITY AND ACCOUNTABILITY FOR DEVELOPING, IMPLEMENTING AND MAINTAINING THE WATER AUTHORITY'S COMPREHENSIVE ASSET MANAGEMENT PROGRAM.
2. PLAN, SUPERVISE, DIRECT AND COORDINATE, THROUGH STAFF, THE ASSIGNED PROGRAM'S WORK PLAN. ASSIGN PROJECTS AND PROGRAMMATIC AREAS OF RESPONSIBILITY. REVIEW AND EVALUATE WORK METHODS AND PROCEDURES. MEET WITH STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
3. ASSESS AND MONITOR WORK LOAD, ADMINISTRATIVE AND SUPPORT SYSTEMS, AND INTERNAL REPORTING RELATIONSHIPS. IDENTIFY OPPORTUNITIES FOR IMPROVEMENT. DIRECT AND IMPLEMENT CHANGES.
4. DEVELOP ASSET MANAGEMENT STRATEGIES, OBJECTIVES, STANDARDS AND POLICIES.
5. IDENTIFY INEFFICIENCIES AND DEVELOP RECOMMENDATIONS TO IMPROVE ASSET PERFORMANCE.
6. PLAN, DEVELOP AND IMPLEMENT MAINTENANCE PROGRAMS TO IMPROVE ASSET PERFORMANCE.
7. RECOMMEND CHANGES TO CURRENT SYSTEM OR PROGRAM DESIGN.
8. PROVIDE REPORTING SUPPORT TO THE WATER AUTHORITY.
9. 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.
10. OVERSEE AND PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE ASSIGNED PROGRAM BUDGET. APPROVE THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.
11. EXPLAIN, JUSTIFY AND DEFEND ASSIGNED PROGRAMS, POLICIES AND ACTIVITIES. NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE ASSIGNED FIELD.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF THE ASSIGNED OPERATIONAL AREA
PRINCIPLES AND PRACTICES OF ASSET MANAGEMENT
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION
PRINCIPLES AND PRACTICES OF GOVERNMENTAL BUDGET PREPARATION AND ADMINISTRATION
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

OVERSEE AND PARTICIPATE IN THE MANAGEMENT OF THE ASSIGNED OPERATIONAL AREA
PLAN, ORGANIZE, DIRECT AND COORDINATE THE WORK OF STAFF
SOLVE COMPLEX PROBLEMS AND COMMUNICATE THEM TO INTERNAL AND EXTERNAL CUSTOMERS
DESIGN, IMPLEMENT AND MANAGE ASSET MONITORING PROGRAMS
OVERSEE WORKGROUP OPERATIONS
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
DELEGATE AUTHORITY AND RESPONSIBILITY
ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE APPROPRIATE ADJUSTMENTS
PREPARE AND ADMINISTER LARGE AND COMPLEX BUDGETS
RESEARCH, ANALYZE AND EVALUATE NEW SERVICE DELIVERY METHODS AND TECHNIQUES
INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND REGULATIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; EXPOSURE TO INCLEMENT WEATHER, UNPLEASANT ODORS, COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, STANDING, OR WALKING FOR PROLONGED PERIODS; TRAVEL FROM OFFICE TO SITES
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES