



## JOB DESCRIPTION

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**JOB TITLE:** Asset Manager  
**DEPARTMENT:** Public Works – Utilities  
**REPORTS TO:** Utility Operations Manager  
**BARGAINING UNIT:** Non-Represented

**FLSA:** Non-Exempt  
**GRADE:** P3  
**DATE:** December 7, 2021  
**SALARY:** \$73,309 - \$109,965

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### SUMMARY

The Utility Production and Treatment Division is responsible for the 20 million gallon per day (MGD) activated sludge wastewater treatment plant (Elmhurst Water Reclamation Facility or WRF) with 10 sanitary sewer lift stations and the 15.0 MG capacity water production system that utilizes three large finished water reservoirs and three elevated storage tanks, plus 17 storm water pumping stations, four storm water reservoirs, 11 emergency sanitary overflows and numerous ancillary systems.

The Asset Manager will lead the asset management program for the City of Elmhurst Public Works Utilities Division. The Asset Manager is responsible for CMMS implementation and maintenance of the water distribution system, sanitary sewer collection system, storm sewer collections, water reclamation facility, storm pumping station/reservoirs, sanitary lift station, and water production and treatment assets. Work is performed under the direct supervision of the Utility Operations Manager. This position does not supervise personnel.

### ESSENTIAL FUNCTIONS

*Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions, but are an essential function.*

*Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Lead the continued development and implementation of the asset management program for the Public Works Utility Division.
- Communicate the asset management program framework, including goals, strategies, and performance measures to key team members and field personnel.
- Provide input to Public Works Utility Division management for effective and cost-efficient management of the water distribution, sanitary collections, storm collections, water reclamation facility, storm station, lift station and water production assets.
- Implement data from City of Elmhurst infrastructure projects into CMMS, including but not limited to, project documentation, plans, equipment assets, preventative maintenance scheduling, project expenditures, equipment warranty management, work order records, GIS databases and inspection data.
- Write, update, and maintain standard operating procedures regarding the asset management

program.

- Provide training and technical assistance to Public Works Utility Division staff regarding policies, procedures, methods, and workflow related to asset management.
- Ability to troubleshoot and resolve data and software issues with the asset management platform.
- Ability to perform mid- to upper-level data analysis and assess the impacts of data and information management.
- Prepare reports and dashboards to simplify database user experience.
- Communicate and coordinate with City of Elmhurst staff, permit applicants, engineers, and construction contractors regarding asset management practices and data implementation.
- Ability to explain technical issues to non-technical City of Elmhurst staff, City residents, engineers and contractors.
- Respond proactively to inquiries from City of Elmhurst staff, including basic technical support.
- Promotes and maintains responsive community relations.
- Promotes teamwork and maintains positive working relationships.
- Performs related duties as assigned.
- Must be able to work in team manner to mentor and train other employees as assigned.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience**

Bachelor's degree in engineering, environmental science, computer science, public administration, business administration, mathematics, or related field involving GIS and the principles of asset management AND two years minimum experience with the design, construction and/or maintenance of municipal infrastructure, demonstrating good mastery of associated terminology OR an equivalent combination of education, training and experience as determined by Human Resources.

### **Required Certificates, Licenses, and Registrations**

- Must possess a valid driver's license.

### **Required Knowledge and Skills**

#### *Knowledge*

- Basic principles and experience with water, wastewater and stormwater systems.
- Knowledge of procedures, principles, and practices for the installation, configuration, upgrading, operation, and troubleshooting of GIS-related hardware and peripherals, including printers/plotters, GPS devices and other related devices.
- Experience in GIS software, including ESRI's ArcGIS platform.
- Must be proficient in Microsoft applications.
- Experience with asset management programs or CMMS preferred.
- Experience with Structured Query Language (SQL) preferred.

#### *Skills*

- Excellent technical writing, verbal communication and data analysis skills.
- Correct business English, including spelling, grammar and punctuation.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

### **PHYSICAL/MENTAL REQUIREMENTS**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in a typical shop/office setting, use standard office equipment and stamina to sit for extended periods of time. Must be able to climb stairs, walk and be mobile approximately 30-40% of the time. The employee must occasionally lift and/or move up to 25 pounds. Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, squatting, kneeling, crouching and crawling. Must be capable of turning, twisting, bending, and squatting for short periods of time in order to inspect equipment. Vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

### **WORKING ENVIRONMENT**

While performing the duties of this job, the employee may work near moving mechanical parts and is may be exposed to fumes or airborne particles and toxic or caustic chemicals. Work could be considered hazardous due to being exposed to varying weather conditions, noxious odors, human and chemical waste, chlorine and sulfur dioxide gas. The noise level in the work environment is occasionally loud.

### **SAFETY FUNCTIONS**

- Becomes familiar with and observes all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Obeys and adheres to all safety rules and work practices.

### **CONDITIONS OF EMPLOYMENT**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

**I have read and understand the contents of this job description, and I have received a copy of this job description for my records.**

**Employee:**  
**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR:**  
**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_