



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

March 2, 2018

Job # 2018-005

PLEASE POST ANTICIPATED OPENING

POSITION: **Asset and Information Management Specialist
Water, Wastewater and Stormwater**

HOURS OF WORK: **Monday – Friday (40 hours per week)**

SALARY: **\$964.42 - \$1,304.81 per week
(According to Contractual Salary Schedule)**

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Water, Wastewater and Stormwater Asset Manager is responsible for managing asset, operations and maintenance information related to City of Haverhill water, wastewater and stormwater systems. Activities include planning, developing, and managing operations and maintenance systems such as the Computerized Maintenance Management System (CMMS) and associated information; and geospatial systems (ESRI GIS) and associated information (databases, records, CCTV footage, etc.). Provide technical development and oversight of supporting databases, user access, content development, training, and system security.

SUPERVISION RECEIVED:

Work under the direct supervision of the Deputy DPW Director.

SUPERVISION EXERCISED:

Supervise assigned operations, maintenance, and administrative staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Manage GIS and CMMS information, develop work order templates, quality control, and implement and maintain the GIS and CMMS.
- Assure that information contained in CMMS, GIS, asset management and maintenance systems are properly populated, maintained and accounted for.
- Evaluate and assist maintenance and operations for improved efficiency and increased productivity of staff and financial resources.
- Develops maintenance and operations procedures based on complexity, condition, age, type and other attributes of assets.
- Coordinate with staff to develop programs, standard operating procedures and templates for preventative, reactive and predictive maintenance activities.
- Oversees implementation, training, distribution, and completion of all maintenance records in CMMS ensuring completeness and accuracy of information.
- Prepares detailed reports and information on assets, capital planning, budgets and maintenance activities.
- Maintains an accurate, orderly, and updated library of data associated with assets and maintenance.
- Procure and manage professional services contracts and specialized service agreements as necessary.
- Prepare reports and information for a variety of audiences to track asset performance in order to maintain assets in an efficient operating condition at the lowest lifecycle cost.
- Assist in the development of capital, maintenance and performance improvement plans.
- Review work performed by a variety of trades, consultants, and coordinates activities of vendors, engineers and contractors.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



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ENTRANCE REQUIREMENTS:

Associates or bachelor's degree in computer, engineering, technical, scientific, information management or related field from an accredited college or university.

Minimum of three (3) years of experience working with CMMS, GIS and related systems. Experience with water, wastewater and stormwater assets is preferred.

SKILLS, KNOWLEDGE AND ABILITIES:

Must possess the following:

- Strong administrative and mathematical skills
- Good planning and organizational skills
- Knowledge of GIS and CMMS systems and their associated data structures
- Experience with Microsoft Office applications, computerized maintenance management systems (CMMS) and geographic information systems (GIS)
- Understanding of maintenance practices in water, wastewater and stormwater systems
- Understanding of the proper use of work orders, priorities and scheduling
- Knowledge reading plan drawings, shop drawings and maintenance manuals
- Knowledge of water, wastewater and stormwater assets and asset management
- Ability to conduct multiple jobs in an orderly controlled fashion
- Ability to establish and maintain effective working relationships with co-workers, subordinates, superiors and the public
- Ability to exercise independent judgment, and discretion in carrying out work details and allocating work to subordinates, and to instruct and supervise all levels of workers.
- Skills in written and oral communication at a level necessary for efficient job performance.

PHYSICAL REQUIREMENTS:

- Position splits time between office, field, wastewater treatment plant and water treatment plant. Travel is required by motor vehicle to various sites and facilities.
- Various duties are performed outdoors and may occur during inclement weather conditions.
- Requires walking, bending, kneeling, reaching, squatting and climbing while making inspections.
- Requires movement in and out of a vehicle, around office areas, commercial and industrial facilities, construction sites, wastewater facilities pumping stations and related facilities.
- Must be able to lift up to 50 pounds and access facilities, including confined spaces.
- Tasks may require exposure to hazardous materials, environments and atmospheres typical of water, wastewater and stormwater facilities.
- Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

OPEN UNTIL FILLED

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

**Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com.
PLEASE REFERENCE JOB # 2018-005 WHEN APPLYING ONLINE**

Address: 4 Summer Street Haverhill, MA 01830 Webpage: http://www.ci.haverhill.ma.us/departments/human_resources/