



Wastewater Treatment Plant Asset/Project Management Specialist

Department:	Public Works – Wastewater Treatment	Pay Grade:	NR-36
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	February 20, 2024	Reports To:	WWTP Manager

POSITION PURPOSE: Under the direction of the Wastewater Treatment Plant (WWTP) Manager, manages the Wastewater Treatment Plant’s multi-million-dollar assets, equipment, inventory, capital and in-house projects, in such a way as to ensure the continuous and reliable operation of the Plant, to maximize asset life and minimizing asset life-cycle costs, to plan for future asset repair or replacement, to assist with the preparation of the Plant’s Capital Budget, and to provide asset status reports to management. Also, manages and oversees the Plant’s purchasing of chemicals, professional services, and items needed for day-to-day operations. This work will be accomplished using the Plant’s existing Computerized Maintenance Management System , as-built drawings, the assistance of consultants, existing contracts, and other means and methods as needed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and provides leadership for the ongoing development and implementation of the Plant’s asset management program including developing concepts, procedures, guidelines, analytical methods, business methods, decision making systems, and data collection methods.
- Administers the asset management program with a lowest life-cycle cost approach.
- Maintains a comprehensive and current inventory of all Plant assets, equipment, and parts.
- Works with operators and plant leadership to minimize equipment down time, and ensure critical processes have adequate and working redundancy.
- Oversees the work of consultants used for the development, improvement, and/or implementation of the asset management program.
- Provides input to management on the O&M budget process, recommend and plan capital projects, and authorize and control expenditures in accordance with established policies and budgets.
- Promotes the Asset Management plan among staff.
- Provides technical expertise and assistance to staff regarding policies, procedures, and methods related to asset management.
- Conveys technical information in verbal or written format to superiors and/or co-workers.
- Manages the Plant’s capital and small works projects from RFP to project closeout.

Wastewater Treatment Plant Asset/Project Management Specialist

- Prepares, advertises, receives, and recommends to management bid awards for capital projects, chemicals, professional services, Job Order Contracting, small works contracts, and other purchasing and contracting as needed, all according to established procedures.
- In collaboration with plant leadership, Engineering, and Finance, works to update the CIP program, and plant facilities master plan.
- Attends and leads project meetings as needed.
- Demonstrates proficiency with the use of CMMS software, spreadsheets, databases, SQL code, and standard office software and equipment
- Provides monthly and quarterly reports on maintenance and equipment down times. Updates O&M's for the plant, and updates asset database as new equipment is added or replaced.
- Coordinates with operators the required training for new equipment, including adding maintenance requirements on the CMMS.
- Maintains a working knowledge of the Plant's instrumentation and SCADA.
- Performs technical research as needed related to the asset management program.
- Represents the WWTP at local and regional governmental and professional meetings and seminars. Works with plant leadership to prepare quarterly reports for the partners. Maintains regular, predictable, and punctual work attendance.

Required Knowledge of:

- Implementing an asset management program using a CMMS system. Knowledge of Fiix a plus;
- Terminology, principles, and processes used in asset management including how assets are maintained, operated, and preserved;
- Setting up and maintaining asset inventory, condition and risk assessments, and preservation methods and procedures;
- Project management tools, processes, and techniques;
- RFQ/RFP processes and practices;
- Contract administration;
- Resolving conflict with tact, patience, and courtesy;
- General health and safety standards, rules, and regulations;
- Budget preparation and control;
- Record keeping techniques.
- Treatment plant system performance measurements, concepts, and methods;
- Engineering standards related to wastewater treatment plant design and operation.

Required Skill in:

- Communicating effectively and clearly both verbally and in writing;
- A collaborative and positive attitude with strong interpersonal skills such as listening attentively;
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.

Wastewater Treatment Plant Asset/Project Management Specialist

- Meeting schedules and timelines.
- Working independently with little direction.
- Plan, organize, and prioritize workload to meet deadlines and operating needs.
- Preparing and maintaining a variety of comprehensive records, files, and reports.
- Applying project management techniques and principles.
- Ability to lead, manage, and execute projects to meet departmental and City objectives.
- Prepare specifications and cost estimates for projects.
- Design and execute asset management procedures and processes to maintain control and to monitor the accountability, maintenance and contracts.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Bachelor's Degree in Engineering, Public Administration, Business Administration, or related field and two (2) years of experience working with an asset management program/project management preferably in a municipal or public sector environment.

An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

Preferred Qualifications: Asset Management and/or Project Management certification

Required Licenses or Certifications:

- A valid Driver's license is required at time of hire. A State of Washington Driver's License is required within 30 days from date of hire.
- State of Washington Class 1 Wastewater Operator Certificate within 24 months of hire.
- Complete recommended OSHA training for WWTP
- CPR and First Aid card within 6 months of hire.
- Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:**Environment:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The work is performed at the Treatment Plant on a daily basis. Work is generally performed on a regularly scheduled basis, however, attendance at meetings or performance of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required which may be interrupted and exposed to normal office noise.

- Indoor/outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking, or otherwise communicating to exchange information in person or on the phone.
- Operate a computer keyboard or other office equipment.
- Read a variety of materials and instruments, and possess close vision, far vision, side vision, depth perception, night vision, and color vision.
- Ascending/descending ladders.
- Sitting/standing or otherwise remaining in a stationary position for extended periods of time
- Walking or otherwise moving over rough or uneven surfaces while performing inspections and investigations.
- Performing repetitive motions, including balancing, stooping, kneeling, bending, crouching, crawling, reaching overhead, above the shoulders and horizontally, and standing, pushing, pulling, and using stairs.
- Ability to wear appropriate personal protective equipment based on required City Policy.
- The physical requirements of the position; work within the established working conditions of the position.
- Lift and carry up to 25 lbs.
- Perform other duties as assigned.

Hazards:

- Exposure to chemicals, used in Wastewater treatment such as Sodium Hypochlorite, Caustic Soda, Bisulfate, Polymers, Clay, Lime and Carbon.
- Exposure to raw and treated sewage, odors associated with sewage treatment, high heat, and moving equipment.
- Exposure to cleaning chemicals, herbicides, and dust.
- Working at heights using ladders and structures.
- Working around and with sometimes noisy machinery having moving parts.
- Exposure to slippery surfaces, damp spaces while cleaning in and around equipment.
- Exposure to electrical power supply and high voltage.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____