



CMMS SPECIALIST

Range: 44
Salary:

JOB DEFINITION: Under general supervision, organize, maintain, and implement the Agency's Computerized Maintenance Management System (CMMS); and performs related duties as assigned.

SUPERVISOR: Engineering Manager

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This position is an independent position which does not have advancement ranges and steps.

EXAMPLE OF DUTIES:

- Perform tasks associated with asset management to include the implementation and maintenance of the Computerized Maintenance Management System;
- Coordinates with internal departments, vendors, and consultants to gather asset information and maintain accurate and standardized asset records;
- Participate in the development of tailored and standardized reporting structures within the CMMS program and perform analysis on reports to improve maintenance activities;
- Monitor CMMS integrations with external systems such as ERP and GIS systems to ensure systems are kept synch and accurate;
- Coordinate with internal staff to troubleshoot any integration issues;
- Maintain the integrity and standardization of the CMMS data;
- other duties as assigned related to Agency assets or facilities.

QUALIFICATIONS:

Schooling: Minimum of High School Diploma or G.E.D.

Certification(s): Certification from an Asset Management professional association preferred.

Experience: Any combination of education and training that would provide the required knowledge and abilities for the position. Minimum five (5) years of maintenance data management experience with a water utility preferred.

Knowledge: Understanding of asset management principles and practices, maintenance management practices, computerized maintenance management system concepts; Basic understanding of geographic information systems (GIS) concepts, principles, and techniques.

Ability: Work independently with direction and oversight; follow oral and written instructions; maintain a given work schedule; research, analyze and react with correct methods and procedures in solving a variety of questions and problems that may arise in the course of working with CMMS program; establish and maintain cooperative relationships with fellow employees,

members of the public, and those contacted during the course of work; ability to organize and prioritize various projects and duties and complete in a timely fashion.

License(s): Possession of a valid driver's license issued by the California Department of Motor Vehicles for use of operating Agency vehicles and equipment required in the fulfillment of the job duties for this position, with an acceptable driving record.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Going up and down ladders, stepping stools, stairs

Bending: yes no **Frequency:** Continual Often Infrequently Never

Examples: Picking up objects, normal office range of motion

Lifting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Picking up boxes, picking up safety equipment, etc.

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Sitting at desk, driving or riding in vehicles

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on carpeted areas and on cement when in the Agency's vault area, sand, pavement, dirt, concrete and uneven surfaces at job sites or Agency facilities.

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Operation of equipment such as computer keyboard, telephone, etc.

WORK ENVIRONMENT:

Work will be within the Agency Operations Center or outside at Agency facility sites, dependent upon the nature of work being performed. Within the Operations Center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the workday. There are a number of pieces of office equipment that operate within the confines of the various work areas, including, but not limited to: telephones, main switchboard, computers, computer printers, calculators. Work outdoors will be in various weather conditions, some of which could be extreme, including heat in excess of 110°. May be required to work near moving equipment, walk on uneven or slippery surfaces, lift up to 90 pounds with assistance and be exposed to outdoor weather conditions involving extreme heat or cold. Safety sensitive function: all on-duty time, driving, waiting to drive, performing work in or near a vehicle or other heavy machinery, chemicals, or potentially hazardous materials.

The working hours of the CMMS Specialist may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.