

CITY OF CHATTANOOGA

Classification Specification Title: Asset Management Systems Coordinator

Department: Public Works

Pay Grade: GS.09

Supervision Received From: Dir. Fleet Management

FLSA Status: Exempt

Supervisory Responsibility For:

Established: 3/23/11

Revision Dates: 3/28/25;

**12/10/24; 8/27/24; 10/20/23;
2/05/14**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting with the development of the workflow process for all departmental tasks to evaluate the process and improve efficiency and productivity of asset management. Duties include: working with staff to conduct a needs assessment to identify asset management and maintenance goals; developing flow charts of the work processes; analyzing workflow and assist with determining the most efficient, cost effective and productive option; maximizing the functionality of the asset management and maintenance system; creating the framework for capturing work order data within the system; and training staff in the use of the system. Work is performed with limited supervision.

SERIES LEVEL:

The Asset Management Systems Coordinator is a stand-alone position.

ESSENTIAL FUNCTIONS:

(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.)

Confers with management and staff to conduct a needs assessment of work processes to determine what is needed to accomplish departmental asset infrastructure and maintenance management goals; assists with the development of optimal solutions.

Develops work process flow charts for identified work tasks to study and analyze workflow, utilization of resources, and infrastructure maintenance requirements; and ensures that tasks are predefined to organize the workflow of maintenance activity.

Creates service requests, input screens, and work order templates to capture identified tasks and data; track materials, equipment, labor, work schedules and additional information; document modifications, additions and maintenance to the infrastructure.

Configures the asset management software application environment to meet/reflect departmental needs to include but not limited to resource data, work order templates, security access, problem codes, asset inventory, reporting, queries, and other criteria.

Establishes and maintains documentation on asset infrastructure and maintenance management goals and resulting work orders and system configuration; and ensures that data collection supports and meets regulatory reporting requirements.

Verifies configuration, data and reports for accuracy.

Creates user guides; trains staff in the use and function of the asset management system; on importing and exporting data in conjunction with word processing, spreadsheet and database applications; GIS mapping linkage; and provides support as needed.

Compiles, reviews and analyzes data, and prepares reports and develops presentation materials to present optimal solutions for infrastructure asset management using the City's asset management software application.

Manages the departmental surplus process, including SOPs.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Associate's degree in Business or a related area; supplemented by two (2) years of work experience involving workflow analysis to assist management in reviewing and developing an asset infrastructure inventory; and experience creating and verifying customized computerized data collection methods, screens, reports, queries, and work order templates using asset infrastructure management software application; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid driver license required to operate a City owned vehicle.

KNOWLEDGE AND SKILLS:

Knowledge of principles and practices in assigned area of responsibility; customer service principles; English language, grammar, and punctuation; modern office procedures, methods, and equipment; workflow principles; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies and procedures; basic report preparation techniques; recordkeeping principles; keyboarding techniques; mathematical principles; and, filing principles and practices.

Skill in prioritizing and assigning work; using computers and related software applications; providing customer service; filing; reading and interpreting specialized data and information in assigned area of responsibility; facilitating training; keyboarding; using modern office equipment; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; processing and reconciling information; preparing and analyzing a

variety of reports and/or documents; maintaining records and files; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.