

CITY OF CHATTANOOGA

Classification Specification Title: Asset Manager (Wastewater)

Department: Wastewater

Pay Grade: WWFG.12E

Supervision Received From: Assist. Dir. Maintenance

FLSA Status: Exempt

Supervisory Responsibility For: Warehouse Supervisor

Established: 1/16/26

Revision Dates: N/A

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing and directing the department's comprehensive asset management program, including asset management systems, warehouse operations, inventory control, and surplus management. This position provides strategic oversight and operational management of all functions related to tracking, maintaining, and optimizing the utilization of departmental physical assets, equipment, materials, and infrastructure. Responsibilities include supervising warehouse and asset management staff, developing asset management strategies and policies, ensuring regulatory compliance, optimizing inventory levels, coordinating with maintenance operations, and implementing continuous improvement initiatives. Work is performed with general direction, working from broad goals and policies, and requires the use of independent judgment and discretion.

SERIES LEVEL:

The Asset Manager 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.)

Supervises asset management and warehouse staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; making hiring, termination and disciplinary recommendations.

Develops, implements, and manages the department's comprehensive asset management strategy and program, including asset lifecycle management, condition assessment protocols, risk-based decision making, and long-term capital planning to optimize asset performance and minimize total cost of ownership.

Provides oversight and direction for warehouse operations including inventory management, receiving, storage, distribution, and surplus disposal; ensures efficient warehouse layout,

workflow, and safety compliance; establishes and monitors key performance indicators for warehouse operations.

Directs the configuration, optimization, and continuous improvement of the asset management software system (CMMS/EAM); ensures system integration with other departmental systems including GIS, SCADA, and financial systems; oversees data quality, system security, and user access controls.

Develops and implements standard operating procedures for asset data collection, work order management, preventive maintenance scheduling, inventory control, and procurement processes; ensures procedures support regulatory compliance and operational efficiency.

Collaborates with maintenance, operations, engineering, and finance staff to align asset management practices with departmental goals; coordinates asset condition assessments, failure analysis, and life cycle cost analysis to support capital planning and budgeting decisions.

Manages inventory optimization initiatives including establishing reorder points, safety stock levels, and obsolescence reviews; analyzes inventory turnover rates and carrying costs; implements cost reduction strategies while maintaining appropriate service levels.

Oversees the departmental surplus process including disposition of obsolete equipment, materials recovery, and compliance with City policies; coordinates with other departments for potential reuse of surplus items.

Prepares, analyzes, and presents asset management reports, dashboards, and performance metrics to department leadership; provides data-driven recommendations for asset investment priorities, maintenance strategies, and operational improvements.

Develops and manages the budget for asset management operations, warehouse operations, and inventory; monitors expenditures, analyzes variances, and makes recommendations for cost optimization.

Establishes and maintains documentation for asset management policies, procedures, and system configurations; ensures documentation supports regulatory compliance, audit requirements, and knowledge transfer.

Leads and participates in departmental strategic planning initiatives related to asset management, infrastructure sustainability, and operational resilience; represents the department on cross-functional teams and industry groups.

Chairs the asset management system user group; coordinates training programs for staff on asset management principles, system usage, and best practices; serves as subject matter expert on asset management topics.

Serves as the primary point of contact for asset management system compliance; develops and implements internal controls to ensure adherence to regulatory requirements, industry standards, and department policies.

Evaluates emerging technologies, industry trends, and best practices in asset management; makes recommendations for system enhancements, process improvements, and adoption of new tools or methodologies.

Manages relationships with external vendors, consultants, and software providers related to asset management systems and warehouse equipment; oversees contract compliance and service level agreements.

Coordinates disaster recovery planning for asset data and warehouse operations; ensures business continuity procedures are current and tested.

Prepares specifications for equipment and material purchases; reviews and approves procurement requests; ensures compliance with purchasing policies and procedures.

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:

Bachelor's degree in Business Administration, Engineering, Supply Chain Management, Operations Management, or related field; and five (5) years of progressively responsible experience in asset management, warehouse management, inventory control, or facilities maintenance management; supplemented by supervisory experience; or any combination of equivalent experience and education.

Experience with computerized maintenance management systems (CMMS) or enterprise asset management (EAM) systems required. Experience in the wastewater or utilities sector preferred.

LICENSING AND CERTIFICATIONS:

Valid driver license

Professional certification in asset management, such as Certified Maintenance and Reliability Professional (CMRP), Certified Facilities Manager (CFM), or Asset Management Certificate from a recognized professional organization preferred.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles and practices; asset management principles, methodologies, and best practices including ISO 55000 standards; warehouse management principles and operations; inventory control systems and techniques; supply chain management; computerized maintenance management systems (CMMS/EAM); preventive and predictive maintenance strategies; reliability-centered maintenance; condition assessment techniques; life cycle cost analysis; capital planning and budgeting; data analytics and reporting; project management principles; regulatory compliance requirements for utilities and wastewater operations; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies and procedures; occupational health and safety regulations; contract administration; change management principles; strategic planning; quality management systems; business process improvement methodologies.

Proficiency with computerized maintenance management systems (CMMS) or enterprise asset management (EAM) software; experience with inventory management systems and warehouse management systems; advanced proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Access) or Google Workspace; experience with GIS systems integration; ability to develop queries, reports, and dashboards; familiarity with data analytics tools; understanding of SCADA systems and their integration with asset management systems. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; strategic planning and program development; analyzing complex operational and financial data to inform decision making; developing and implementing policies, procedures, and standards; managing multiple projects and priorities simultaneously; preparing and managing budgets; conducting cost-benefit analysis; implementing continuous improvement initiatives; facilitating cross-functional collaboration; presenting complex technical information to diverse audiences; using data visualization tools and reporting software; negotiating with vendors and contractors; interpreting and applying applicable laws, codes, regulations, policies and procedures; problem solving and critical thinking; communication and interpersonal skills as applied to interaction with coworkers, supervisor, management, external stakeholders, and the general public, sufficient to exchange or convey information, provide direction, and achieve organizational objectives.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and intense noises.

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.