



**JOB POSITION: PROGRAM MANAGER PLANNING AND ASSET MANAGEMENT**

Starting salary range DOQ \$89,197 - \$117,546

Applicants must apply on-line at our website:

[www.westernvawater.org/careers](http://www.westernvawater.org/careers)

**SUMMARY OF JOB**

Lead expert for contemporary asset management principles/practices applicable to utility operations. Responsible for planning/management/direction setting/administrating Asset Management Program for water distribution/wastewater collection systems and work order system software. Responsible for planning/organizing/managing the office/field work of staff that are engaged in asset data collection of all utility assets ensuring the effectiveness/through monitoring/continual improvement of all asset data collection and field activity. Bachelor's degree in civil/environmental engineering or related field plus five (5) or more years related experience and/or training in water and wastewater utility services serving a population greater than 50,000 with experience in asset management and hydraulic modeling. Experience in geographical information systems/computer aided design (CAD)/project management software preferred. Possession of a valid professional engineer license from the State of Virginia and certification pertaining to water/wastewater utility asset management is preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned or scheduled.

- Serve as Water Authority's Infrastructure Asset Manager and asset management champion. In conjunction with the Chief Engineer, ensure a high rate of achievement for the Water Authority's asset management and modeling goals through designated levels of service at both the department-level and enterprise-level.
- Assist the Chief Engineer and instruct engineering support staff in the preparation of asset management and hydraulic modeling studies and reports.
- Provide asset management subject matter expertise to the organizational Directors and Management staff for the purpose of optimizing data collection and business process improvements across the enterprise.
- Lead the development and annual updates of a utility business plan, asset management plan, and multi-year capital improvement plan with specific focus on sustainable and efficient practices.
- Develop and recommend water distribution and wastewater collection capital improvement plans including conceptual designs based on analysis of asset management program data.

- Day-to-day operational use and administration of geospatial information, hydraulic modeling, and computerized maintenance management systems (CMMSs) including installation, configuration, security administration, implementation, integration, and annual upgrades.
- Actively monitor key performance indicators (KPIs) such as sanitary sewer overflows (SSOs), hydrant flow test results, and asset failures. Analyze related data, trends, and operational outcomes. Investigate root causes and prepare recommendations to mitigate impacts and improve system and enterprise performance.
- Prepare technical reports and standard operating procedures related to areas of responsibilities and provide presentations and training support to internal and external stakeholders.
- Prepare full water hydraulic reports for new developments as needed in accordance with VDH and DEQ requirements and guidelines.
- Calibrate the water hydraulic model as required due to system changes utilizing hydrant flow tests, fixed or portable pressure monitoring, empirical testing/validation of pipe roughness coefficients, and other available data to ensure sufficient accuracy and precision for intended uses.
- Develop schedule for and determine locations of annual sewer flow monitors and rain gauges to estimate inflow and infiltration rates across the system.
- Calibrate the sewer hydraulic model annually based upon annual flow monitoring results, empirical testing of pipe roughness coefficients, tracer studies, and other available data to ensure sufficient accuracy and precision for intended uses.
- Ensure the addition of all approved water and sewer utility plans and record drawings to the enterprise asset registry and geospatial system of record.
- Development and refinement of quality control and quality assurance processes related to assigned information systems and systems to ensure asset data input and edits are consistently compliant with organizational data standards.
- Create and conduct training for internal and external stakeholders in all enterprise asset management program, geospatial information system, and other information system or software application as needed.
- Survey asset management stakeholder's data, analytics, and communication needs and contexts of use. Work with all staff to define goals and usability metrics. Periodically query staff to ensure solution implementation meets system goals and that system goals align with user needs.
- Both on a scheduled basis, and as necessary, meet with CMMS end-users to solicit and document the current and projected use cases. Implement appropriate changes or additions to the CMMS forms, workflows, data standards, and schemas.
- Develop, document, and update best practices for stakeholders of enterprise asset management, geospatial information systems, and CMMS products within the organization.

- Regularly review ongoing data collection and management practices on a recurring basis to identify opportunities for improvements and needed changes, to assure alignment with enterprise and asset management programmatic objectives.
- Develop, and update on a recurring basis, a library of business processes schematics with supporting narratives that are related to the enterprise asset management program which reference related information systems, data standards, approximate frequency, critical regulatory requirements, etc. for organizational use in preparing training documentation, data dictionaries, data standards, data analysis, and to capture institutional knowledge. Investigate and analyze business process failures followed by design of proposed corrective actions.
- Assist in the development of the business process requirements documentation (flowcharts, process diagrams, and text) that reflect programmatic processes, data storage details, and typical data analysis.
- Configure enterprise asset management, geospatial information, and CMMS to support those processes and data.
- General duties include but are not limited to:
  - Read and interpret plans and specifications.
  - Stay abreast of new asset management and modeling technologies and usability design tools.
  - Collaborate extensively across the organization to achieve compliance with financial and asset management requirements.
  - Plan, direct and coordinate all activities of assigned areas.
  - Prepare short and long-range plans for assigned area to include financial analysis and project review.
  - Assist in the formulation and administration of departmental policies, plans and programs.
- Develop and implement condition assessment programs for the Authority's various asset classes.
- Works with staff to achieve compliance with financial and asset management requirements.

## **SUPERVISORY RESPONSIBILITIES**

Manages/supervises assigned employees in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Actively supervises assigned team of direct reporting staff. Specific supervisory duties include, but are not limited to:

- Directly responsible for, or assures subordinate managers take active role in, developing employees by establishing individual employee goals and objectives. Ensure appropriate resources are available to obtain established goals and objectives.
- Ensure department orientation and in-service training programs are available to all employees whether existing or new-hire.
- On an ongoing basis, assesses performance of direct reports.
- Recommend appointments and promotions within assigned area.
- Work with department manager and/or director with respect to discipline, including dismissal, of employees.
- Assure employee evaluations are complete and accurate and meet all requirements.
- Assist in preparation of assigned area's budget and maintain authorized budget.
- Confer with director on problems encountered in assigned area.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to direct and supervise personnel.
- Ability to develop, review and recommend processes and procedures for assigned area, identifying and discussing impact on assigned area, the division and the entire organization.
- Ability to think logically and analyze data.
- Ability to effectively present information to management, public groups, and/or employees as necessary
- Ability to respond to inquiries or complaints from employees and customers orally or in writing as necessary.
- Ability to establish and maintain effective working relationships with co-workers, employees, other Water Authority departments and the general public.
- Ability to represent assigned area in meetings attended.
- Ability to work with minimal supervision and negotiate and resolve conflict.
- Ability to analyze and solve difficult technical and administrative problems.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to write reports, correspondences and procedure manuals in a clear concise manner.
- Ability to communicate technical concepts to technical and non-technical audiences.
- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic concerning attendance, punctuality, positive attitude, meeting deadlines, being a team player and encouraging teamwork among employees.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Knowledge of utility or industrial asset management best practices and principles.

- Knowledge of good data management practices, data transformation, and data review.
- Knowledge of hydraulic modeling software applications, theories, and data requirements.
- Knowledge of geographic information systems, operational use, and principles.
- Knowledge of computerized maintenance management systems configuration, operational use, and principles.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited college or university with a major in civil or environmental engineering or related field plus five (5) or more years related experience and/or training in water and wastewater utility services serving a population greater than 50,000, with experience in asset management and hydraulic modeling or equivalent combination of education and experience. Experience with asset management and hydraulic modeling software, geographical information systems, computer aided design (CAD) software packages, and project management software preferred.

### **CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS**

- Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.
- Possession of a valid professional engineer license from the State of Virginia preferred.
- Possession of a professional certification pertaining to water/wastewater utility asset management is preferred.

### **PHYSICAL DEMANDS OF THE JOB**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.
- While performing the duties of this job, the employee is occasionally required to stoop, kneel, crouch, bend, climb, balance, crawl or reach overhead.

- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using keyboard and/or office equipment is involved.
- Employee must be able to sit for an extended amount of time at a desk or workstation.
- Employee must regularly lift, carry and/or move up to 25 pounds and occasionally 50 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

### **WORK ENVIRONMENT ENCOUNTERED IN THIS JOB**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low.
- Employee is subject to normal work conditions as required in an office setting.
- Employee may occasionally be subject to exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.

### **GENERAL STATEMENT AND SELECTION GUIDELINES**

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with WVWA management team
- Applicant must pass a pre-employment physical and drug/alcohol test
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application
- Job related test might be required and would be administered to all applicants applying for the position