

ENCINA WASTEWATER AUTHORITY

DATE: November 16, 2017
POSITION TITLE: CMMS Administrator
DEPARTMENT: Office of the General Manager
REPORTS TO: Engineering Services Manager
FLSA STATUS: Nonexempt

POSITION SUMMARY:

Under general supervision, the Computerized Maintenance Management System (CMMS) Administrator provides lead technical and business support and analysis for the Authority's CMMS, including support of asset management, capital improvement project planning, work planning, and spare parts inventory within the software. This position coordinates the interface of the CMMS system, procedures, and data transfer to various departments, and ensures all CMMS procedures are developed and followed throughout the Authority.

SUPERVISORY DIMENSIONS: N/A

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Demonstrates commitment to the achievement of Encina Wastewater Authority's (EWA's) Mission and Vision, and personally exemplifies EWA's Values.
- Acts as point of contact for the day-to-day operations of the CMMS.
- Responsible for user training, including development of training materials. Provides support to users for applicable problems and solutions.
- Develops reports, dashboard queries, and special queries to meet user requirements. Develops graphical Key Performance Indicators, metrics, and screen layouts as required.
- Supports the development and implementation of capital improvement projects.
- Maintains accurate asset registry for the Encina Water Pollution Control Facility (EWPCF) and remote facilities, including field verification of assets.

- Coordinates with all departments to develop and manage maintenance standards/procedures used for entering facility-wide asset information.
- Performs periodic analysis of preventative maintenance program and presents analysis to Department Managers/Supervisors.
- Assists the Department Managers/Supervisors in performing periodic data quality control inspections and to produce periodic work force performance analysis reports.
- Perform other duties as required.

Specific types of knowledge, skills and physical abilities required for these duties:

- Ability to effectively communicate with contractors, provide feedback on the status of work/projects, and document work progress as required.
- Ability to effectively communicate with EWA staff, provide feedback on the status of work plans and projects, and promote a positive working environment.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Ability to read, interpret, and follow contract drawings, blue prints, and equipment diagrams.
- Ability to withstand strenuous physical activities for extended periods of time to include lifting, bending, carrying, crawling, and climbing.
- Proficient in computer fundamentals and Microsoft Office applications, i.e. Access, Excel, Word, and Power Point.

EDUCATIONAL REQUIREMENT: Associate's degree or higher in mechanical or electrical fields or equivalent experience.

EXPERIENCE REQUIREMENT:

Three years of experience in the maintenance of wastewater treatment or industrial mechanical equipment using a CMMS, and an understanding of standard work processes. Three years of experience in CMMS administration including complex queries, user permissions, data transfers, and report development. Ability to effectively plan, organize, and coordinate the work of others using a CMMS. Demonstrated skills in using the Microsoft suite of programs, particularly Microsoft Word and Excel. Demonstrated knowledge of standard mechanical and electrical terminology and practices. Previous experience developing and delivering user training. Proven written communication skills.

LICENSE REQUIREMENT: Possession of a valid California Class C Drivers License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas. However, the employee typically works under the office conditions, and the noise level is usually quiet.

QUALIFICATIONS: Ability to pass Authority pre-employment physical examination/drug screen; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.