

Job Title Asset Manager (Utilities/Water/Wastewater)
Salary \$35.66 - \$43.70 Hourly
Job Type Full-time Regular
Location 1850 Spaulding Road, Kettering OH 45432, Ohio
Department ES - Environmental Services

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Work is performed under the general supervision of the Assistant Director of Strategic Services. This job class possesses the authority to act on behalf of the Assistant Director of Strategic Services during their absence. The Asset Manager is responsible for managing and supervising various programs, projects, and administrative functions. Work is reviewed periodically for compliance with policies, procedures, regulations, legal requirements, degree of conformance with established standards of performance and use of appropriate judgment in planning, development and management of major programs and initiatives. Primary functions relate to condition assessment, capital planning and investment, maintenance management, asset data collection, and asset register upkeep; and performs related duties as assigned.

Job Duties:

Heavy focus in the areas of asset management, business risk analyzes, forecast planning, budgeting, strategic planning, and other subject areas as appropriate. Accountable for translating Department and Divisional objectives into specific outcomes in the areas of policy, programs, and service delivery, through effective utilization of MCES's resources. Maintains project control of all aspects of a program and a project in order to provide quality deliverables. Meet schedules and monitor quality assurance and control of internal processes. Heavy involvement with asset prioritization, planning, coordination with engineering, legal, communications and other MCES divisions, supporting the Water, Sewer, and Solid Waste operations and maintenance groups, document control, budget and cost control, and efficiency and process improvements identification and implementation. This position will assist the Assistant Director of Strategic Services to achieve asset management and best business practice goals for the Department.

Direct the development and implementation of a department-wide asset management system, and performance and accountability assessment system. Oversee, supervise and/or lead the planning and program management of the asset management system, performance measurement and accountability assessment system, and/or other administrative programs or functions across divisions. Develop department-wide performance measures working with all divisions and managers. Coordinate and monitor work assignments for technical and professional staff working in various program areas to assure adherence to prescribed time lines, and compliance with departmental procedures.

Conduct benchmark and national assessment activities for assessing department functions and processes. Lead and participate in preparation of annual budget requests and administration of Asset management annual operating budget. Manage budget(s) and has delegated authority to exercise substantial discretion in allocating financial resources, including budget adjustments; fiscal management includes diverse responsibilities for contract management, and develop and implement fiscal management strategies to maximize resource utilization and achieve efficiencies. Participate and cooperate with other staff members in developing and implementing department goals, plans, and accountability assessments.

Performs Related Duties as Required)

Minimum Class Requirements:

Bachelor degree with major course work in business/public administration, engineering, planning, environmental studies, public utility management, or related field, six (6) or more years of related utility planning or asset management work experience required, including three (3) years supervisory experience.

Experience in water / wastewater utility or solid waste is preferred. Lean six-sigma preferred. PMP certification preferred. Previous experience with local, county, or state planning work is desired. Additional education or experience may substitute for the recruiting requirements. Must have valid driver's license with acceptable driving record.

Job Seekers must apply online at:

https://www.mcohoio.org/departments/human_resources/job_opportunities.php