

Job Title: Asset Management Program Manager

Employment Type: Full Time

Location: Greenville, SC, US

Apply URL: <https://greenvillewater.applicantpro.com/jobs/1231490.html>

Job Description:

Asset Management Program Manager

Department: Strategic Initiatives

Reports To: Director of Strategic Initiatives

FLSA Status: Exempt

JOB SUMMARY

The Asset Management Program Manager administers and manages all activities associated with Greenville Water's Asset Management Program (AMP). Activities include developing AMP policy and overall direction for the development and implementation of the AMP. Serves as the single source for program management activities. Works with all departments and consultants to direct and oversee tasks to effectively address infrastructure needs to maintain acceptable levels of service, and to review and conduct the implementation of asset management business improvement activities.

Under supervision of the Director of Strategic Initiatives, the Asset Management Program Manager performs technical duties relating to the Asset Management Program development, data collection and management, performance analysis, capital prioritization, and condition assessment for water infrastructure. The Asset Management Program Manager manages, coordinates, and interfaces with all Greenville Water departments and provides assistance in the development of a corporate AMP to include progress reporting, benefits tracking and benchmarking of asset management practices and concepts. The Asset Management Program Manager will also assist with change management activities related to the Asset Management Program.

ESSENTIAL JOB FUNCTIONS:

Oversees and guides the development, integration, and coordination of the corporate asset management program: AMP strategies, policies and procedures

Ensures accuracy, validity, and integrity of asset data.

Creates custom reports, maps and other deliverables.

Performs research, data collection, analysis, calculations, and document preparation for technical reports and studies related to asset management projects.

Researches, evaluates, recommends and implements technical and administrative solutions to achieve asset management objectives.

Resolves problems related to the asset management system environment, and implements solutions which will prevent recurrence.

Works with Engineering, GIS, Accounting, IT, Field Operations, Facilities Maintenance and other

departments to support the asset management program and coordinate technical support and training on software and workflows, as needed.

Monitors asset criteria such as enumeration scheme, database nomenclature, asset classes and categories, and condition monitoring methodology

Assists with the provision of project management duties related to asset management projects including project planning, quality control, and reporting.

Assists with the preparation of presentations regarding program projects, proposals and concepts to departmental directors, upper management, municipal officials, other professionals, and community groups.

Establishes risk-based and fact-based methodologies to managing infrastructure needs.

Develops a comprehensive inventory of assets, condition assessment of those assets, improving coordination and communication within the utility's operations, and improving the decision making process for asset management based on quantifiable risks.

Develops life-cycle costing and long-term asset management plans for utility infrastructure improvement projects.

Conducts asset planning and the strategic planning processes including coordination with the Engineering, Facilities Maintenance and Field Operations departments for infrastructure condition assessment programs.

Develops and documents process and procedures for infrastructure condition assessments.

Develops infrastructure rehabilitation and replacement strategies and programs in consultation with Engineering, Facilities Maintenance and Field Operations staff.

Coordinates and/or develops cross functional teams as required, to execute asset management research and investigations designed to determine appropriate asset strategies as needed.

Responsible for condition assessment reporting and benchmarking.

Maintains and assists in the monitoring of asset registry, major asset classes and the location of assets.

Works with subject matter experts and maintenance planners to support the asset management program.

Assure that completed projects meet established program goals and standards defined within the asset management program.

Provide project management duties related to asset management projects including project planning, quality control, and reporting.

Prepare cost estimates and preliminary background information required for candidate capital projects and normal system improvements program.

Contribute to financial and economic models, and provide detailed information for annual budgets and capital improvement programs (CIP).

Perform research, data collection, analysis and document preparation for technical reports and studies relating to asset management projects and topics.

Assist in the preparation of an annual infrastructure status report including an update on the condition of the utility's assets, a report on asset performance, and a report on the asset management program's effectiveness.

Keep current on latest trends in water utility industry asset management principles, practices, procedures and technology; and make recommendations for implementation.

Modify programs and procedures to solve complex problems and assist in developing

operational priorities, goals, and objectives as a key leader of the Asset Management Team. Plans or direct others in the sequence of major activities and reports on activities. Performs other related duties as required. A Bachelor's Degree in computer science, engineering, business or a related field is required, along with five (5) years of program management experience in the delivery of asset management programs or the equivalent project management experience. Comprehensive knowledge of the water industry as related to asset management. Must be proficient with Asset Management software (Infor EAM and ArcGIS) as well as Microsoft Office. Must maintain a valid state driver's license.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree in computer science, engineering, business or a related field is required, along with five (5) years of program management experience in the delivery of asset management programs or the equivalent project management experience. Must maintain a valid state driver's license. Comprehensive knowledge of the water industry as related to asset management. Must be proficient with Asset Management software (Infor EAM and ArcGIS) as well as Microsoft Office.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Greenville Water is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Greenville Water will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Apply at <https://greenvillewater.applicantpro.com/jobs/1231490.html>