

Classification Description



Title: Asset Manager
Department: Capital Asset Management
Job Code: 1233
Pay Grade: 540
FLSA Status: Exempt

Bargaining Unit: Non-Represented
Established: 09/2022
Revised:
EEO Category: Officials and Administrators

CLASSIFICATION DESCRIPTION

This position oversees the management and efficient planning and operation of the Asset Management section within the Capital Asset Management (CAM) Department. Responsible for implementing Metro’s comprehensive asset management strategy, as outlined in the Strategic Asset Management Plan. Coordinates and directs work across departments, collaborates with various stakeholders to research, plan and implement asset needs based on service goals and financial constraints.

DISTINGUISHING FEATURES

This is a single unit classification distinguished by the complexity and breadth of assigned responsibilities to include the administrative, operational and planning functions of a division and/or unit of a department.

DUTIES AND RESPONSIBILITIES

1. Facilitates the implementation of asset management practices with department facility managers and Metro’s Asset Management Steering Committee. Leads, engages and mentors stakeholders to achieve successful asset management stewardship, accountability and performance. Develops department asset service plans in collaboration with department leadership. Assists the Capital Asset Management Director in developing policy and strategic direction for the advancement of asset management.
2. Develops and implements the annual workplan of the Asset Management section; assigns and coordinates the Division’s daily work activities. Meets with project teams to discuss project issues and decides appropriate course of action. Ensures priority needs are addressed and projects and program areas are meeting schedules and budgets. Identifies key program needs and resources. Assigns section and support staff, materials and services and identifies program funding sources.
3. Provides supervision over the Asset Management section with responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees.
4. Develops policies and procedures to ensure efficient and effective implementation of Metro’s Asset Management Plan.
5. Develops and implements section budget; oversees controls to ensure expenditures are within limits authorized through the budget.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.

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2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in the assigned program area or related field and,
- Two years project management experience in area of responsibility and,
- Three years leading or supervising people or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Preferred:

- Master's degree in public policy, public administration, business administration, engineering or a related field is preferred.

Knowledge, Skills and Abilities:

- Knowledge of the principles, tools, and techniques of project/program development, planning and management, especially as related to developing, planning and managing a strategic asset management plan.
- Knowledge of the principles of public administration, municipal budget development, public agency financial management and reporting, and administrative, organizational, procedural and financial analysis.

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- Knowledge of budget preparation and expenditure control.
- Knowledge and understanding of asset management practices and principals.
- Knowledge of management theory and supervision best practices and principles.
- Skill in establishing and maintaining effective working relationships with senior leadership, regional partners and the public.
- Ability to manage, lead, train and motivate a multicultural workforce, promote an equitable workplace environment, and apply equitable practices to diverse and complex services.
- Ability to analyze and identify complex administrative, operational, economic, financial, budgetary, and organizational issues; evaluate alternative, provide sound, logical, fact-based conclusions, and recommendations, especially as related to the management of infrastructure assets.
- Ability to work under limited supervision, independently determine methodologies, assumptions, and data parameters to develop and adjust analytical models; determine report formatting; determine methods for resolving issues; especially as related to the field of asset management.
- Ability to organize work, manage time, prioritize tasks effectively and meet deadlines.
- Ability to conduct effective oral presentations; communicate clearly, concisely, and effectively in writing and orally with a variety of audiences including executives and elected officials.
- Ability to work collaboratively and engage in creative problem solving with people from diverse backgrounds and job duties and different organizational units.
- Ability to understand, interpret and apply job related rules, regulations, policies and procedures and applicable local, State and Federal legislation.
- Ability to maintain confidentiality.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECIEVED

- Supervision is received from the Department Director.

SUPERVISION EXERCISED

- Full supervisory authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline or to adjust grievances.

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TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment, hardware and software is used.

WORK ENVIRONMENT

- Work is performed in a standard office environment where work pressures, disturbances of workflow and/or irregularities in the work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills. Minimal physical exertion is generally required. Learned physical skill is required to perform keyboarding and 10-key functions.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.