



Public Works Asset Manager

Salary Range 27

Annual: \$57,990 - \$81,192

Hourly: \$27.88 - \$39.03

Job Summary

Under the general supervision of the Public Works Director, the Infrastructure Asset Management Coordinator plans, coordinates, administers, and manages multiple projects related to the identification, organization, and inspection of infrastructure in the field and on the GIS mapping systems. Assists with other highly responsible and complex specialized projects related to storm water, streets, water and wastewater treatment, collection and distribution systems, and City facilities. This position requires a highly-motivated self-starting individual, with excellent problem-solving abilities, computer skills, and superior verbal and written communication skills.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Participate in the development and implementation of policies and procedures that ensure the accuracy of GIS information input and maintenance.
- Exceptional working knowledge in the use of computers, including word processing, spreadsheets, project management, asset management and database software.
- Implementing appropriate Asset Management strategies for all the City's infrastructure assets.
- Providing technical research data to support the City's asset management plans.
- Conducting new infrastructure inspections as well as coordinating sampling and tests before City acceptance.
- Prepare GIS layers and applications for City infrastructure.
- Use GPS Pathfinder Office to create/update data dictionaries, post process and transfer data to the GIS.
- Edit the water, sewer, and storm infrastructure within the GIS to collected GPS points.
- Evaluate collected data to ensure data quality and accuracy.
- Provide technical support and training for GIS software and related hardware for City staff.
- Perform complex analysis using the GIS to answer questions and solve problems.
- Remain current with new technology and participate in continuing education.
- Interfaces with other City Departments, outside agencies and consulting firms as necessary to complete assignments.
- Performs other duties as assigned or requested.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in Computer Science, Engineering, Information Science, or related field from an accredited school or university is preferred. Relevant experience may be substituted for a degree.
- Water and Wastewater Certification is preferred.
- Possess a valid Texas driver's license.

Desired Skills:

- Ability to prepare written documents with clearly organized thoughts using proper sentence structure, punctuation, and grammar.
- Work without close supervision or direction in the accomplishment of assigned duties.
- Assist in digital documentation and maintaining records of Public Works activities and functions.
- Manages assigned projects and provides information and assistance to the City staff, and the public with minimal oversight.
- Ability to sit, stand, and walk on uneven or unfinished surfaces at construction sites or industrial facilities.
- Safely operate a government vehicle.

To Apply:

Download City of Ennis application online at:
<https://www.ennistx.gov/departments/HumanResources/jobs>. Submit completed application to Human Resources at 107 North Sherman Street, Ennis, TX 75119. Completed applications may be e-mailed to humanresources@ennistx.gov or faxed to (972) 875-2301.

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