



# Ross Valley Sanitary District Capital Assets Analyst

## **DEFINITION:**

Under general direction of the Infrastructure Assets Manager, this position is responsible for performing research, analysis, design, and implementation of assigned District programs; may be assigned to plan, design, and manage one or more District projects and provides technical and high-level administrative research and analysis support to management as required.

## **DISTINGUISHING CHARACTERISTICS:**

The Capital Asset Analyst performs a wide variety of professional-level, complex administrative and analytical work, including research, data analysis, and program development.

## **SUPERVISION RECEIVED AND EXERCISED:**

This position reports to the Infrastructure Assets Manager. There are no direct reports.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class:

- Design, implement, and administer special projects and programs;
- Conduct feasibility studies and research to determine project requirements, options, and associated costs.
- Develop program and project budgets and schedules, and is responsible for monitoring approved budgets and schedules.;
- Provide cost estimates for projects and makes recommendations as needed to meet project budgets;
- Oversee and manage assigned projects and associated vendors; order, inventory, and track project supplies.
- Assist in maintaining specification, code, and project information libraries and data.
- Communicate status of work and projects with Manager and co-workers as appropriate;
- Solicit consultant bids through Request for Proposal process for District Capital Improvement Plans;
- Provide customer service to customers and contractors;
- Review vendor submitted documents against contract scope and budget to ensure compliance, and approve reimbursements;
- Write staff and quarterly reports for government agencies;
- Coordinate outreach to community member through various media and methods to develop and publicize special programs;
- Perform research, data analysis, and prepare reports as assigned by the General Manager;

- Utilize the Computerized Maintenance Management System (CMMS) to analyze data and prepare reports;
- Perform other duties as assigned.

## **REQUIREMENTS**

### **Knowledge:**

- Working knowledge of State and Federal laws, codes, ordinances, District standards, and regulations applicable to collection system operations;
- Principles and practices of research and analysis, project management, and program evaluation.
- Technical aspects of I&I Reduction, salinity loading and wastewater collections;
- Project management techniques relating to collection system and wastewater operations and projects;
- Public contract code and practices;
- Handling several parallel activities;
- Utilizing standard office equipment.

### **Skills and Abilities:**

- Communicating effectively, both orally and in writing;
- Exercising project management skills;
- Confidential employee; handling complicated, sensitive situations with tact, discretion, and good judgment;
- Manage several projects or programs concurrently;
- Implement and perform duties related to special programs where so assigned;
- Representing the District in a positive light in an external communications and presence.
- Analyze situations accurately and adopt an effective course of action;
- Understanding and carrying out written and oral instructions;
- Reading and interpreting documents;
- Proficient at utilizing spreadsheets and word processing programs to create reports and track and present information;
- Writing reports, correspondence, and procedures;
- Presenting information and responding to questions from staff, other departments' managers, the public, and government agency representatives;
- Proficient in Microsoft Office Suite, database management, data analysis and presentation, and Computerized Maintenance Management System (CMMS) as it relates to wastewater collection systems;
- Capable of independent, critical thinking.

### **Interpersonal Skills:**

- Collaborative problem identification and solution development;
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience:**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Completion of Bachelor's Degree, or its equivalent, preferably in Business Administration, Public Administration, engineering, or related field;
- Three years of increasingly responsible experience in administrative, analytical, and program development roles in wastewater collection and/or treatment industry or a closely related field;
- Experience working in public agencies with elected officials is desirable.

### **Licensing, Certification, and Registration:**

Possession of the following licensures, certifications, and/or registrations is desirable:

Must possess a valid California Driver's License Class C, have a satisfactory driving record, and continue to meet District's vehicle liability insurance company's driving standards; failure to maintain these standards may result in loss of employment.

## **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

The noise level in the work environment is quiet to moderate.

### **Pre-employment Requirements:**

No pre-employment drug testing or physical examinations required.

FLSA Status:	Exempt, Administrative
Bargaining Unit:	Unrepresented
Approved by:	Ross Valley Sanitary District Board of Directors
Date:	April 20, 2016