

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) TECHNICIAN

DEFINITION

Under general supervision, performs technical and field duties in support of maintaining the Geographic Information System (GIS)-based Computerized Maintenance Management System (CMMS) software including asset data and information gathering, equipment tagging, and the development of spare parts records, asset location, and systemic and equipment hierarchies; customizes, implements, and participates in developing CMMS technical processes and procedures; provides training and software system support to operations, maintenance, engineering, and other District staff; participates in the design and planning of new applications and technologies related to CMMS; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is responsible for performing the full range of CMMS maintenance duties to ensure that facilities, equipment, and systems operate effectively and are maintained in safe and effective working condition. The incumbent is expected to work independently and exercise judgment, discretion, and initiative within established guidelines. A position at this level receives only occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Organizes, coordinates, maintains, and updates GIS-based CMMS database including asset registry and records, identification hierarchy, and repair and maintenance history.
- As new assets are deployed, gathers cut sheets, inspects equipment, and retrieves serial number and attaches and maintains data tags.
- Works with and serves as a liaison between maintenance, engineering, and operations staff in order to optimize capital planning, operations, and maintenance activities District-wide.
- Collects data from various sources for asset condition assessment including work orders, maintenance, and operations reports and graphs, maps, and as built and construction drawings; generates reports from the asset management database.

- Reviews data entered by field crews and other District staff; verifies accuracy of information, researches discrepancies, and records information; ensures quality control of reports and data.
- Serves as the database administrator; creates and maintains user profiles and assigns access rights; customizes database framework including templates, records, codes, and descriptions; evaluates software updates for implementation; and provides training to other system users.
- Participates in the development of procedures to collect and maintain asset data.
- Communicates with District staff, vendors, and contractors in the design, installation, maintenance, and repair of the CMMS database; inspects and tests upgrades installed by contractors/vendors.
- Reads and interprets schematics, drawings, diagrams, and related technical documentation necessary to maintain information on assets.
- Updates GIS maps as needed with information on vertical and linear assets.
- Maintains accurate logs and records work performed and materials and equipment used.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics of GIS-based CMMS database and GIS software.
- Principles and practices of a comprehensive asset management program.
- Principles and practices of updating maps using GIS.
- Principles, practices, infrastructure, materials, tools, equipment, and supplies required to maintain wastewater collection, treatment, and recycled water systems, including linear and vertical assets.
- Methods and techniques of evaluating materials and equipment and assigning asset codes consistent with asset identification hierarchy.
- Basic mathematic techniques.
- Techniques for providing a high level of customer service by effectively dealing with vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Update and maintain asset data and information in a GIS/CMMS database.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

- Read, interpret, and prepare schematics, drawings, specifications, and related technical documents.
- Make accurate mathematical calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of twelfth (12th) grade with supplemental coursework in civil engineering, mechanical drawing, algebra, geometry, or trigonometry and three (3) years of providing technical support to an asset management program, preferably within a waterworks system.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment including a computer; must possess mobility to work in a wastewater treatment plant setting and, in the field, to gather information on assets; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, and kneel to gather asset information and reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees occasionally work in a wastewater treatment plant and in the field, and are exposed to pollen,

dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments, and to be called back and work emergency overtime as needed.