

**MIDDLESEX COUNTY UTILITIES AUTHORITY
JOB OPENING**

JOB TITLE: Asset Manager

DEPARTMENT: Maintenance
LOCATION: Central Treatment Plant/ As assigned
SALARY LEVEL: E-5 (\$56,860.00-\$129,700.00)
REPORTS TO: Asst. Maintenance Superintendent

DIVISION: Wastewater
EXEMPT: Yes
SHIFT: No
New: 01/03/2023

SUMMARY: The Asset Manager is responsible for cataloging updating and maintaining of documentation both physical and digital for the Authority's equipment. Managing and implementing of a new Computerized Maintenance Management System (CMMS) and assisting with maintenance of its asset management plan by performing the following duties.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following and others as assigned.

Review and enter work order information into the Authority's CMMS and manage work orders in the system, ensuring proper creation, planning, updating, and closure of work orders. Check for duplicate work orders and take corrective action.

Compile, update, and maintain a physical / digital library of asset information documentation.

Collect and input data to ensure asset management principles are practiced and captured correctly and consistently. Collect missing asset information when performing field walk-downs.

Keep and maintain physical and digital records of completed preventative maintenance (PM) for regulatory and in house needs.

Develop a preventative maintenance database, including data input parameters and monitor, audit, and maintain the accuracy and integrity of work orders and the PM database.

Assist in establishing key performance indicators (KPI) to monitor based on the Authority's current goals and adapt when needed.

Act as a liaison for PM questions and practices from maintenance personnel.

Act as project manager for the implementation of a modern CMMS software and modify/update where needed.

Assist in the process of state contracts for asset related purchasing when needed.

Train employees and create video lessons for CMMS use and guidance where needed.

Work with maintenance supervisors to receive real time updates for equipment swaps and replacements to keep an accurate asset database.

Receive and interpret user feedback on CMMS software and determine how to advance the program to better suit Authority needs.

Create and run reports tracking work order status, material, and personnel availability.

Responsible for tracking and maintaining maintenance records for audit compliance in accordance with internal quality and external regulatory requirements.

Prepare reports for designated staff that monitor the daily, weekly, and monthly KPIs.

Retrieve and analyze data and develop reports from CMMS as requested by the maintenance and general superintendents.

In consultation with the maintenance and general superintendents, prioritize and schedule all maintenance requests based on the Authority's operational needs.

Generate project update reports for the engineering board/committee as needed.

Act as a liaison between CTP, Landfill, Pump Stations, Consulting partners, and Contractual vendors.

Comply with all applicable safety and health policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Obtain CMRP and/or EAM certification within 3 years of obtaining this position.

EDUCATION and/or EXPERIENCE: High School Diploma or General Equivalency Diploma (GED): three (3) years related experience and/or training in a wastewater or industrial treatment plant of comparable size: experience working with a CMMS; or equivalent combination of education and experience. GIS experience/proficiency an asset. Project management and organizational skills, including ability to manage competing priorities.

OTHER SKILLS and ABILITIES: Basic knowledge of the operation, care, maintenance, and repair of machinery and equipment of the types and sizes used in a wastewater treatment plant. Ability to understand and follow plant safety procedures, rules, regulations, and oral or written instructions and training. Must be able and willing to utilize appropriate respirators or other safety personal protective equipment, as required. Proficient in Microsoft Excel, Word, and other related applications.

LICENSES: Must possess valid state of residence Driver's License and meet Authority insurance requirements.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand; walk; have manual dexterity; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl, talk, and hear. The employee is regularly required to sit. The employee must frequently lift and/or move up to 10 lbs and occasionally lift and/or move up to

25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high precarious places, in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, industrial strength chemicals, and risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

INSTRUCTIONS TO APPLY FOR THIS POSITION:

Anyone interested in applying for this position should submit a current resume and a letter of interest explaining how the candidate meets the job requirements **before 4:00 PM Monday, February 6th 2023, to Human Resources Office, Central Administration Building, Room 124, Sayreville or to mwwiater@mcua.com**. Employees who are newly hired or accept a new position within the Authority, those who are promoted to a new job classification or have been transferred to a new assignment, and former employees who have been rehired, are classified as Conditional Employees for a period of six (6) months beginning with the first day on the new job. Employees are eligible to apply for a different position within the Authority after they have completed the 6 month period as a Conditional Employee. Any current employee who accepts and begins working in this position may not be able to return to their old position, or to any other position within the Authority, because of withdrawal or removal from, or inability to perform in this position. Qualified employees are encouraged to apply for posted positions as they occur.

The MCUA is an Equal Opportunity Employer (EEO/AA).