



## **FACILITIES ASSET MANAGER**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the assigned Assistant Director, the position is responsible for managing, controlling, and tracking the division's construction assets throughout their life cycle, from acquisition through final disposition. The position will serve as the asset management program expert, prepare reports, perform analysis to identify potential asset deficiencies and design, develop and implement the asset management strategy.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversee and maintain inventory in GigaTrak and Tririga Asset Management Programs.
- Plan and implement asset life cycle, specifications and preventive maintenance strategy.
- Design and implement asset tagging procedures.
- Manage database synchronization between database environments.
- Develop and maintain office processes and policies for assets.
- Troubleshoot and resolve issues with database software and related technology program(s).
- Work with outside consultant to configure and implement changes in the software program.
- Manage assets after acquisition, assign specifications, track warranties, life cycle and final disposition of assets.
- Reconcile physical inventory and investigate any inconsistencies.
- Ensure old assets are disposed, following internal workflows and procedures.
- Update facility drawings in AutoCAD.
- Process and oversee the electronic transfer of data.
- Organize and maintain plans and documents in archive library.
- Design and run various asset reports.
- Process information requests regarding asset status.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have an extensive knowledge of common practices, construction asset terminology, and the understanding of common building materials. Must have excellent computer skills to include AutoCAD. Must have the ability to work with blueprints; establish and maintain effective working relationships with staff; prepare and maintain detailed and technical records; research, collect, organize and analyze data, and prepare technical reports and recommendations; and the ability to articulate technical problems and work towards a resolution. Excellent verbal and presentation skills with the ability to understand detailed reports in using asset tracking software and common computer software such as Microsoft Word, Excel, and Power Point.

### **EDUCATION AND EXPERIENCE**

**Required:** Associate degree and/or a minimum of 4 years' experience with facilities or asset management. Prior experience in software implementation, training, and support.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**Preferred:** Bachelor's degree with emphasis on engineering, architecture or construction management. At least 5 years of experience in real estate, focused on construction, architecture, renovations, engineering, asset management or related discipline.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, standing, grasping, fingering, repetitive motion, reaching, and driving. Occasional walking and bending. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Possession of a valid driver's license.
- Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: 2/21
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