



CLASS TITLE | WATER & SEWER PLANNING AND ASSET MANAGER

PAY GRADE: EX-56 | www.cityoftulsa.org/pay

Class Code: 1254

Effective Date: 07/01/2023

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for directing staff who develops and executes an Asset Management (AM) Program to ensure water, sanitary and storm sewer system assets are properly planned, developed, funded, maintained, operated, protected, replaced and monitored to achieve established customer and environmental service levels at the lowest life cycle costs; provides long-range capital planning and special technical assistance; trains technical personnel in advanced asset management processes; develops and implements asset management policy and oversees compliance with ISO-55001 requirements; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Administers, plans, and directs staff involved in the development of long-range capital planning as it relates to the City's water, sanitary and storm sewer infrastructure, identifying needs and best practices for capital projects
- Develops, implements and directs the AM Program to minimize the life cycle cost of asset ownership vis strategic planning, Capital Improvement Program (CIP) delivery, operations and maintenance activities
- Implements tools and processes for execution of an effective AM Plan, meeting service expectations, sustained system performance, regulatory requirements, security and safety asset and emergency response improvements, operational and maintenance efficiencies and sound financial planning
- Analyzes, reviews, and recommends approval of the acquisition of rights-of-way, license agreements, and construction in utility easement agreements in compliance with applicable policies and standards and communicates needs and areas of concern to elected officials
- Analyzes, reviews, develops and recommends approval of grant applications based upon review of eligibility and viability for projects and funding opportunities
- Develops procedures to manage assets utilizing principles of life cycle-based costing, making recommendations to division and section leaders and monitoring improvements
- Maintains and improves the asset registry and procedures related to condition assessment, valuation, security, safety and risk, communicating and coordinating efforts with key engineering and operations staff
- Participates in project preliminary design evaluations and studies to ensure inclusion of a clear picture of asset management principles and appropriate information, providing guidance to project managers for asset-related requirements in project designs
- Maintains business case analyses standards for proposed capital improvement projects, including formats for life cycle costs and non-economic analyses
- Leads and facilitates the Water & Sewer AM and Reliability Centered Maintenance (RCM) teams
- Organizes, conducts and documents AM cross-functional team meetings, coordinating the preparation of the CIP and identifying specific projects, including project evaluation and prioritization oversight
- Works cooperatively with the City's Authorities, Boards and Commissions, the administration, and elected officials to present technical information and reports
- Ensures asset data integration into strategic planning and CIP development
- Prepares and manages master meter or wholesale water, sanitary sewer and storm sewer agreements
- Reports to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:



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- (a) Graduation from an accredited college or university with a bachelor's degree in civil, electrical, mechanical or chemical engineering or a related field; **and**,
- (b) Nine (9) years of progressively responsible experience in municipal water or wastewater operations relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of municipal water or wastewater operations, objectives, purposes, methods and practices
- Comprehensive knowledge of engineering principles applicable to the maintenance, repair and operation of a water or wastewater facility
- Comprehensive knowledge of the laws, ordinances and regulations related to the planning, development, operation, maintenance and safety and security of water or wastewater assets and facilities
- Considerable knowledge of modern developments and sources of information regarding water or wastewater operations
- Good knowledge of asset management principles, practices and processes

Ability to:

- Prepare comprehensive reports and recommendations for improved and expanded service
- Work effectively with others in complex and controversial situations with appropriate tact and courtesy
- Formulate short and long-range plans necessary to accomplish the goals of the department
- Express ideas and recommendations effectively
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a Professional Engineer's License (PE) for the State of Oklahoma
- b) Valid Oklahoma Class "D" Driver License
- c) Valid Oklahoma Class "A" Water and/or Wastewater License as issued by the Department of Environmental Quality (DEQ) preferred

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and may require travel to various locations for field research.

EEO Code: E-03

Group: Engineering, Planning, and Technical
Series: Professional Engineering