



CLASSIFICATION NO. 850

Established: 11/08

Revised and Retitled: 11/11

FLSA: Non-Exempt

EEO: 3

## **WES RESOURCE SPECIALIST**

### **CLASS CHARACTERISTICS**

Under general supervision, to utilize WES asset maintenance management system database; to track and organize the maintenance of WES assets including collection systems; to prepare daily work orders; to provide operations and maintenance reports; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

Water Environment Services manages and operates the County's utility service districts, including sewage facilities, collection systems, pump stations, treatment plants and surface water management.

The WES Resource Specialist is responsible for the management of WES' maintenance management asset database in order to schedule and estimate works, and predicts asset repair and replacement. Incumbents provide administrative support by completing daily work assignments for asset maintenance, utility locates, and system maintenance.

The WES Resource Specialist differs from the Sanitary & Stormwater Technician which does not have regular, on-going program planning, maintenance management database and administrative support duties.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Maintains and updates asset databases with data related to pump stations, manholes, sewer lines, equipment pool, parts, and employee costs; maintains database of information to include costs, inventory, equipment, and labor costs used in maintenance and/or operations; tracks and records activity and field notes generated by work orders, inspections, and other assignments; participates in forecasting long range equipment and fleet replacement plans.
2. Oversees, performs, maintains and updates Asset Management work order mapping, inventory, asset hierarchy of equipment, standardized condition assessments, and interfaces with Surface Water Management GIS.
3. Develops preventive maintenance schedules for each asset ensuring seasonal activity is balanced; queries database for daily work orders and assignments; coordinates and reviews all field reports and mapping data.

4. Oversees or performs data entry and data control activities; proofreads and reviews computer reports to ensure accuracy of data entered; balances data values and makes necessary corrections or adjustments.
5. Consolidates, classifies, tabulates, and performs statistical analyses of raw data such as sewage flow studies and mileage of sewer lines; designs and prepares written, graphic, and tabular presentations of collected data; generates reports from assets database and other sources.
6. Oversees, trains, and performs daily data transfers from field laptops to network; may recover lost files, reorganizes and backs up files, and transfers files between computer systems; creates program information, display screens, or reports; maintains and stores computer discs and tapes.
7. Participates in development and the procurement of capital needs, vehicles and developing capital needs and improvement budget; oversees disposition of used or retired vehicles; recommends contract awards to managers; prepares specifications for contracted purchases; recommends renewal or termination of vendor service agreements; researches new developments and technology in the industry.
8. Oversees and coordinates the One Call Locate system for WES. Receives and reviews requests for utility locates; determines and prioritizes which requests need to be located; creates maps and data of field assets; distributes maps and data to field staff for identifying and marking utilities. Answers questions from public about asset location.
9. Oversees and responds to customer service requests including sewer backups, pump station failures, service connection location, flooding issues, etc.
10. Trains staff in WES resource asset maintenance database tracking and other duties. Leads the work of staff who is assisting in these processes.

## **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Basic principles and practices of planning and scheduling; methods, machinery and equipment used in the operation, maintenance and repair of surface water and wastewater collection systems, treatment facilities, and other department assets; equipment pool vehicles and specialized equipment related to WES; environmental, occupational and health safety practices, rules, and regulations; wastewater and industrial pre-treatment sampling techniques; basic technical engineering practices used in the construction and inspection of surface water and wastewater collection and treatment facilities and other department assets; basic principles and practices of budgeting, purchasing and contract administration; principles and concepts of self directed work teams; software applications, equipment capabilities and operating system for assigned computer system; basic principles and practices of data processing; data entry and retrieval techniques; math, algebra and geometry; English grammar, spelling and punctuation; Hardware, software, network design, operation, and installation; theory and fundamentals of microcomputer operations and related equipment; training techniques.

Skill to: Coordinate completion of projects within established budget and time guidelines; operate microcomputers, software and hardware; incorporate team participation in decision making; communicate effectively, both orally and in writing; review and understand blueprints;

read and interpret maps, as-built drawings, and construction plans; compile data and prepare reports; maintain high attention to detail; prepare and maintain accurate records; establish and maintain effective working relationships with customers, contractors, vendors, County employees and the public.

### **WORKING CONDITIONS**

Some duties involve exposure to bacteria, viruses and toxins in wastewater, adverse weather conditions and hazardous locations, such as streets, live sewers, confined underground areas, and on elevated platforms.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/18