



Seeks Candidates For
CMMS/GIS COORDINATOR

About Us...

San Juan Water District, located in Granite Bay, California, is a community services district created by a vote of the citizens in 1954. The District provides wholesale water to more than 265,000 people and retail to 30,000 people living in eastern Sacramento and southern Placer Counties. The District wholesales water to Citrus Heights, Fair Oaks and San Juan (retail) Water Districts, Orange Vale Water Company and the City of Folsom with surplus treatment capacity available to Sacramento Suburban Water District. The District provides treatment and delivery of more than 50,000 acre-feet of water per year to wholesale and retail customers.

With rich history dating back to the Gold Rush era, the District has served the community for more than 150 years. The District's highest priority is to provide reliable, high-quality water to its customers – every day, year in and year out. The District is significantly involved in reshaping California's water dialogue.

San Juan Water District is led by a five-member board of directors who are elected by the community to provide guidance, strategy, and policy for district programs and policies.

The Position...

The CMMS/GIS Coordinator is a new position that will be responsible for developing, implementing and maintaining a Computerized Maintenance Management System (CMMS) for the management of District assets and work operations as well as performing GIS related duties. Duties include:

- ◆ Coordinating with vendors, consultants, and internal departments to gather asset information and develop a comprehensive database as the foundation for the CMMS.
- ◆ Championing the creation of new asset entries and modifying asset characteristics such as cost, group, type, area, or criticality descriptions as necessary.

- ◆ Participating in the development of procedures to collect and maintain data records, including assignment of asset codes, asset data catalogs, and population of life cycle costs, timing and criticalities.
- ◆ Creating, modifying and/or deleting Work Order templates, creating and maintaining employee accounts in CMMS.
- ◆ Reviewing Operation's Work Orders and Service Requests to insure quality of work flow and provide necessary reviews, comments, training and/or corrections to situations as needed.
- ◆ Working with internal departments to incorporate preventative/recurring maintenance activities into the CMMS and providing daily internal customer service and long-term guidance to CMMS users in the operation and capabilities of the program.
- ◆ Participating in the development of maintenance management, control policies and procedures, and helping to develop protocol for the standardization of data entry.
- ◆ Assisting the GIS Technician with GIS maintenance responsibilities with ESRI software including, but not necessarily limited to tasks such as incorporating new electronic data into existing map layers, making data corrections, performing quality control and developing and maintaining associated base map control.

The Ideal Candidate...

To be considered, candidates should have a strong knowledge of asset processes and data flow; strong understanding of CMMS software and hardware systems, their implementation and maintenance; basic GIS concepts, principles and analytical techniques including mapping and attribute-data conversion, manipulation and analysis; and an ability to coordinate the collection of capital asset information and develop and employ methods that ensure accurate data collection.

Education: A college degree from an accredited college or university with major course work in Finance, Accounting, Engineering, Computer Science or a related technology field.

AND/OR

Experience: Five years of asset management experience providing enterprise support for applications, in a water utility setting preferred.

Compensation and Benefits...

The hourly range is \$35.12 to \$42.15 with placement dependent on experience. The District offers competitive benefits which include District contribution to CalPERS

retirement, medical, dental and vision for employee and dependents; District paid life insurance; 12 paid days of sick leave; 11 paid holidays; and paid vacation depending on length of service.

Application Process...

The position is open until filled with the initial screening of applications on Friday April 26, 2019. To be considered for this position, please submit a District application, resume and cover letter, and three professional references to Shellie Anderson at Bryce Consulting.

Shellie Anderson
Bryce Consulting, Inc.
1024 Iron Point Road, Suite 100
Folsom, CA 95630
Tel: 916-974-0199
Email: sanderson@bryceconsulting.com

Visit the District's website at www.sjwd.org for an application.



Following the initial filing date, resumes will be continuously screened in relation to the criteria outlined in this brochure and the class specification. Candidates deemed to have the most relevant qualifications will proceed with the selection process which may include a written examination, oral presentation, oral interview, or a combination.

