



San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Position Description CMMS/GIS Coordinator

**Status:** FLSA Non-Exempt and Non-Safety Sensitive  
**Supervisor:** Operations Manager  
**Effective Date:** March 27, 2019

### **Supervision Received and Exercised**

Receives direction from the Operations Manager and may provide technical and functional supervision to assigned technical personnel.

### **Primary Function**

Under general direction, to develop, implement and maintain a Computerized Maintenance Management System (CMMS) for managing assets and work operations and perform assigned duties in the Geographic Information System (GIS). The selected candidate will be knowledgeable in both CMMS applications and guide its implementation and Environmental System Research Institute (ESRI) software to maintain GIS maps and/or data and review and update water facility maps.

### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Primarily responsible for the functionality and maintenance of the District's CMMS. Also responsible for the coordinating CMMS updates and revisions of the CMMS.
- Coordinates with vendors, consultants, and internal departments to gather asset information and develop a comprehensive database as the foundation for the CMMS. Champions the creation of new asset entries and modifies asset characteristics such as cost, group, type, area, or criticality descriptions as necessary.
- Participates 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.
- Assists with the administration of CMMS which includes, but is not limited to, creating, modifying and/or deleting Work Order templates, creating and maintaining employee accounts in CMMS.
- Monitors various reports and works with supervisory and field personnel to make needed corrections.
- Reviews Operations Work Orders and Service Requests to insure quality of work flow and provides necessary reviews, comments, training and/or corrections to situations as needed.
- Works with internal departments to incorporate preventative/recurring maintenance activities into the CMMS. Guide the development of tailored and standardized reporting structures within the CMMS program as needed to provide quantifiable performance metrics and other related statistics.
- Provides daily customer (user) service and long term guidance to CMMS users in the operation and capabilities of the program. Participates in the development of maintenance management,

control policies and procedures, and helps to develop protocol for the standardization of data entry.

- Coordinates programs and project activities as necessary to align with other SJWD functions. Coordinates data, resources, and work products and provides CMMS support services to ensure a positive implementation of the CMMS and a comprehensive end product to maximize efficiencies.
- Assists 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.
- Assists the GIS Technician with updates of the water facility maps and associated asset data using ESRI software as necessary to include as-built information.
- Assists the GIS Technician with entering of valve and service locations and associated asset data into GIS mapping system using ESRI software.
- Provides the lead for training for new and ongoing CMMS Users and supports training of new and ongoing GIS Users.
- Assists key staff in various departments to run data queries, perform data analysis, update data and maps, and provide general mapping expertise.
- Assists with the development of CMMS and GIS procedures and distributes CMMS and GIS data to end users.
- Assists in with updates and maintenance of geodatabase indices.
- Responsible for the integrity of the data structures and hard files; generates reports, analyzes equipment records and asset records, and similar information for accuracy and completeness and develop quality control procedures to ensure consistency.
- Provides support and occasionally independently performs complex analytical evaluation, input and reporting for all departments as directed by the Operations Manager.
- Establishes and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform additional duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Strong understanding of asset processes and data flow.
- Strong understanding of CMMS software and hardware systems, their implementation, and their maintenance.
- Basic geographic information system (GIS) concepts, principles, and analytical techniques, including computerized mapping and attribute-data conversion, manipulation and analysis.
- Principles and practices of relational database design and development.
- Demonstrated understanding of CMMS and GIS system information and data security.
- Ability to use Microsoft Office software including Word, Excel, PowerPoint, and Access.
- Understanding and ability to use document management systems.
- Excellent interpersonal, collaboration, problem solving, critical thinking, technical writing, and communication skills.
- Understanding of the methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.

*Ability to:*

- Coordinate the collection of capital asset information; develop and employ methods that ensure accurate data collection.
- Assist users in understanding the development, implementation, and maintenance of the AMP for managing SJWD assets.
- Utilize the CMMS to capture asset data to help streamline capital planning, track condition data, preventative maintenance schedules, and maintenance costs.
- Train various user groups in the proper use of the CMMS.
- Develop recommendations for key problem areas and implement/ monitor changes formally - Prepare clear and concise reports, tables, schedules, summaries, and other materials in statistical and narrative form.
- Understand the organizational structure and operations of SJWD and collect, interpret and integrate relevant data from multiple sources.
- Establish and maintain effective working relationships with managers, and co-workers within SJWD and other public agencies as required.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Train and direct less experienced staff.
- Effectively operate computers and applicable software.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.

*Education and Experience:*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

A college degree in Finance, Accounting, Engineering, Computer Science, or other related technology field or other relevant professional certification, and/or;

Experience:

Minimum five years of asset management experience providing enterprise support for applications; water utility setting preferred.

*License or Certificate:*

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Physical Capabilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Regularly</i>
	<i>(0-12%)</i>	<i>(12-33%)</i>	<i>(34-66%)</i>	<i>(67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	90 Percent Indoors/10 Percent Outdoors			