**POSITION: ASSET MANAGER**

Position reports to: General Manager

Status: Exempt; Full time

Wage Classification: Salary (exempt)

Reviewed: October 2017

**SUMMARY:** The **Asset Manager** shall be part of the Corporation’s management team and will work closely with the System’s Consulting Engineers and Financial Auditors and Consultants. This person is responsible for the creation and maintenance of inventory management and physical Plant asset management systems. The position will have limited supervisory duties for providing direction and support to Associates and providing presentations and training to Mid-Dakota staff. Direct Supervision of other employees is not anticipated. Pursuant to Mid-Dakota’s employee policy 4.07, the position is required to locate within a commutable distance from the Miller, SD office.

**ESSENTIAL FUNCTIONS**:

**Operations and Maintenance Management Duties:**

* Will be involved in areas of engineering and design of system facilities, and will work closely with the System’s Consulting Engineers.
* In cooperation with the management team, this person will, schedule, assign and review maintenance and repair work to be performed on water system assets including, but not limited to, grounds, pipelines, tanks, offices, vaults, pump stations, warehouse & shop areas and related facilities
* Develop, and supervise the continuous management and tracking of assets and asset attribute data, of the water system.
* Perform Risk (likelihood and consequence of failure) analysis on Plant Assets.
* Perform regular and periodic Condition Assessments of Plant Assets
* Determine, track and record Plant Asset valuation methodologies. Work closely with Mid-Dakota operational & financial Staff and consultants to determine proper valuation, life-cycle and depreciation of assets.
* Develop and maintain a set of comprehensive records and files for titles, leases, permits and licenses that are associated with the Corporation’s assets.
* Assist in determining and implementing methods for improving the operating effectiveness and efficiency of water system facilities and equipment.
* Maintain and manage Mid-Dakota’s vehicle and equipment fleet.
* Maintain required asset and inventory records, along with personal records such as timesheets, job routes and routines and prepare daily, weekly, and monthly reports.
* Must have excellent verbal and presentation skills, this position will require periodic presentation and training be provided to Mid-Dakota staff and directors. Subject matter relating to Asset Management such as Condition Assessment, Risk Analysis, Material Inventories will generally be the topics for presentations, training and reports.

**Administrative Duties:**

* Oversee Material Inventory system, including (but not limited to) ordering necessary maintenance supplies and equipment, and maintaining appropriate inventory levels
* Tracking of all inventories, ordering and receiving parts and equipment.
* Develop and implement goals, objectives, policies and priorities
* Assist in preparation of annual budget
* Assist and advise in the administration of the budget throughout the year
* Prepare monthly reports

**Other Duties:**

* Assist with the routine and emergency electrical, electronic, hydraulic and mechanical work performed on the water system and related equipment
* Participation in continued training and education will be expected, such as attending water and wastewater training and conferences, rural water system training and conferences, etc.
* This person will be expected to accept committee assignments such as sitting on Boards, i.e., the SD Water and Waste Water Association, AWWA, etc.
* Attend board meeting as required

**OTHER FUNCTIONS:**

* Other duties as necessary or as assigned

**QUALIFICATIONS AND REQUIREMENTS:**

**Education and Work Experience**

* Bachelor’s degree in Engineering, Construction Management, Accounting or Business desired.
* Familiarity with Information Technology such as GIS, CMMS, SCADA, AMR/AMI helpful.
* Five years of experience in the operation of water distribution systems is helpful.
* Supervisory experience is helpful

**Skills, Knowledge and Abilities**

* Must have good communication skills (written and oral)
* Must have excellent interpersonal skills in order to communicate and work with the public, as well as with accountants, engineers, contractors, and employees
* Must have excellent computer skills
* Must be able to travel as needed

**Physical Capabilities**

* Extended sitting –in the office and/or at the computer – driving and traveling.
* Ability to work in tight places including meter, PRV and Booster vaults.
* This position will rely heavily upon on-site and physical inspection of System Assets. The position requires an ability to climb water storage tanks and other towers and work at heights over 200 feet.
* Mid-Dakota is a small company and this position will on occasion have to help other employees in other activities. The position should expect: heavy lifting at times, working in trenches in mud water in extreme heat or cold, working long hours in emergency situations – up to 24 to 48 hours

**NOTE:**

* Due to the developing and changing nature of construction and operational activities, all positions must be viewed as subject to change and evolution. Management reserves the right to unilaterally change or add to job descriptions according to the needs of the organization. Job descriptions are to be considered advisory to the employee in carrying out the duties of their employment, but do not create contract rights for the employee.
* This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of Mid-Dakota Rural Water System Inc. at any time.
* The Mid-Dakota Rural Water System Inc. is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, color, religion, national origin, genetic information, sex, age, disability, veteran status, or any other basis prohibited by South Dakota or federal law.
* In accordance with the American’s with Disabilities Act, the Mid-Dakota Rural Water System Inc. will consider reasonable accommodations for qualified individuals with disabilities.

**ACKNOWLEDGEMENT:**

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

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Employee Date