

San Gabriel Valley Water Company

Position: Asset Management Specialist

Location: Fontana/El Monte, California

Classification: Full-Time/Salary

Work Schedule: Monday through Friday – 8:00 am to 5:00 pm

Benefits: Vacation (10 Days up to 30 Days Annually), Sick Leave (12 Days Annually), Paid Holidays (12 Days Annually), Group Medical, Dental, and Vision Insurance, Life Insurance, Long Term Disability Insurance, 401(k) with Company Match

Pay Rate: \$70,000 to \$92,000 annually (full-time, exempt)

JOB SUMMARY: Under the direction of the Planning Manager, implements, coordinates, and monitors the Company's asset management program.

JOB DUTIES AND ESSENTIAL FUNCTIONS: * Coordinate and monitor implementation, service, replacement, and retirement of the Company's assets. * Assist in the development and maintenance of asset inventories and records. * Maintain asset records in the hierarchical asset management system. * Collect and coordinate criteria for asset operation, key performance indicators, service, and retirement in accordance with industry standards and California Public Utilities Commission regulations and requirements. * Prepare asset performance forecasts, resource optimization studies, and asset reliability reports. * Compile and log asset maintenance and service records and performance characteristics. * Assist in the coordination of asset testing and certification for performance monitoring and compliance purposes. * Process, maintain, and renew permits for asset compliance requirements. * Prepare and recommend Best Management Practices for the purpose of ensuring that asset inventories are appropriately managed. * Other tasks and duties as directed.

SKILLS, KNOWLEDGE AND PHYSICAL REQUIREMENTS: * Familiarity with a variety of water utility infrastructure assets. * Proficiency with database entry, manipulation, compiling, and sorting functions and routines. * Good ability to write legibly and have good reading skills, as well as ability to quickly comprehend. * Strong computing skills and knowledge of and experience with a variety of computer asset management and database software, such as Microsoft Access and Office, GIS software, and other asset management software. * Excellent analytical skills. * Good general mathematical ability. * Ability to communicate effectively orally and in writing. * Ability to follow oral and written instructions. * Ability to interact with other employees and the public in a cooperative and professional manner. * Must be dependable, punctual, and have a neat and presentable appearance. * Ability to perform repetitive physical activities including walking, standing, sitting, reaching, bending, digging, stooping, climbing and lifting up to 50 lbs.

ASSET MANAGEMENT SPECIALIST (continued)

EDUCATION, TRAINING AND EXPERIENCE: * Recently graduated with Bachelor of Science Degree in Business Systems, Engineering, or related field; * Minimum of one year of experience in water distribution system asset planning, implementation, operation and maintenance preferred. * Knowledge of database technology and/or GIS. * Valid California driver's license and acceptable driving record.

San Gabriel Valley Water Company is a water purveyor with over 260 employees. Submit cover letter, transcripts and detailed resume to E-mail: HR@sgvwater.com with "Asset Management Specialist" in the subject line; Fax: (626) 442-2632; Mail to: Human Resources, P.O. Box 6010, El Monte, CA 91734.