

Human Resources

TO: All Concerned
RE: OFFICIAL JOB POSTING
DT: September 7, 2021

Accepting applicants for **ASSET MANAGEMENT ANALYST** with the City of Lewiston. Applications are available at the Human Resources Department or online at www.lewistonmaine.gov.

GENERAL INFORMATION: Division: Engineering
 Barg. Unit: Professional Technical Unit (ProTech)
 Status: Full-Time, 40 hours/week
 Grade: 6 [\$25.43 - \$37.58/hour]

SUMMARY: Responsible for development, management, maintenance and organization of the Public Works department's asset management systems. Develops work flow, tracks/audits performance against established measures, benchmarks against industry standards and manages maintenance performance measures using database tools and software.

EDUCATION AND EXPERIENCE: Bachelor's degree in GIS, AMS, Computer Science, Engineers or related field and at least (five) 5 years experience with a CMMS or similar system, or equivalent combination of education and experience. GIS license and/or ESRI Desktop Associate Certification is preferred. Strong organizational and effective communication skills, along with the ability to track and follow multiple pieces of information through to completion. Must have a valid Maine driver's license in good standing.

WORK ACTIVITIES: Develop and oversee supporting databases, user access, content development, training and system security. Produce reports to track asset performance including development of Key Performance Indicators to identify overall health of the Asset Management System and identify potential gaps. Understand and provide training to staff and contractors on the City's GIS, Computerized Maintenance Management System and other data management software systems. Work with senior management to develop an agency-wide asset management plan of action. Provide technical support for creating work orders, requests and manages risk and criticality against assets, ensuring data is continually updated and reviewed. Strong organizational and effective communication skills, along with the ability to track and follow multiple pieces of information through to completion. May supervise up to (three) 3 staff and/or interns. Performs other duties as assigned.

Submit City of Lewiston Employment Application, cover letter and complete resume via email, fax or in person directly to the Department of Human Resources, City Hall 27 Pine Street Lewiston, ME 04240. Additional Human Resources contact information for email and fax submissions is available at lewistonmaine.gov > Human Resources > Terri-Lynn Bechard

Application deadline is **October 7, 2021**. **Only interviewed candidates will be notified.** Prospective candidates MUST submit all required documents at time of application. Incomplete position inquiries, including those without **accurate contact information**, will be rejected.