



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Utility Systems Analyst

Department: Streets	Reports to: Street Superintendent	Pay Grade: H11
Date Established: 6/2017	Date Revised: 12/2017	FLSA Status: Non-exempt

CLASSIFICATION SUMMARY

The Utility Systems Analyst maintains the City's Street Department asset management system. The Utility Systems Analyst will use GIS, ESRI, and other software tools to organize, standardize, and analyze asset data to recommend strategies to build and maintain road infrastructure assets. The position provides critical input to the development of maintenance plans, Streets fleet, and facilities. The position is responsible to ensure data integrity, multi-level data analysis and specialized reports related to the City's Street Department are complete.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in high traffic areas. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Under general supervision performs a full range of asset management functions for the street department; serves as a system expert responsible for analyzing, implementing and improving work flow processes for asset management tasks. Standardizes Street Department work order forms and databases, customizes reports from the database.

Manages and maintains specialized computerized data base systems for work orders, pavement management, sign inventory, pavement markings, signals, storm water, fleet maintenance and inventory and street lighting. Assumes the responsibility for collecting, mapping, editing, processing, and distributing data required by the department and is responsible for the validity of data contained in the databases.

Utilizes specialized computer database software and systems and other computer software to provide data information and reports for daily operations, special projects, and annual budgeting. Serves as a liaison for asset management vendors for acquisition, installation, operation and maintenance of related resources; and determines and executes the appropriate work flow sequence for completing tasks. Assists in the design, development and implementation of computerized data files within the department.

Collects and maps field assets to include fiber optic lines, storm sewer, traffic signs, pavement markings and traffic signals among others.

Analyzes and produces reports for budget accounting on the maintenance agreements between the State and City, including the Cooperative Agreement for Maintenance of State Highway and the Traffic Signal Maintenance Agreement which include road infrastructure through throughout the City of Pocatello.

Assists in the preparation of levee documents and reports; produces correspondence concerning levee activities; assists in coordinating and conducting public meetings for the levee; and maintains levee records and reports.

Assists in ensuring adequate provision is made for operations, maintenance and long-term replacement of major engineered and natural assets; assists in the development of standards to ensure that assets are

maintained in the most natural, energy-efficient, and reliable manner that cost the least to operate over the life cycle of the asset; and continuously seeks opportunities for improving efficiencies in operations, maintenance and asset replacement practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Principals of global positioning systems and use of aerial photography and satellite imaging;
- Predictive maintenance programs and condition monitoring for above- ground asset management programs;
- Computerized data compilation and conversion techniques;
- Record keeping principles and practices;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications;
- Communicating effectively in oral and written forms.

Skill and Ability to:

- Manage asset life cycle data;
- Maintain accurate and interrelated database records;
- Understand and follow oral and written directions;
- Use initiative and independent judgement within established procedural guidelines;
- Prepare clear and well-organized written and oral reports;
- Operate standard office equipment;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Associates Degree or two (2) or more years of post-high school technical training is preferred;
- Two years of progressive experience and proficiency with asset and work order management systems;
- Idaho driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.