



ASSET COORDINATOR

JC: 000051
PB: 06
FLSA: Exempt

PC: 880
BU: 31 (AFSCME)
Created: May 2011

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under minimal supervision, coordinates the life cycle tracking and management system for all assets and parts for departments within Operations; works closely with the maintenance management team, Logistics/Stores and warranty management staff to ensure that all assets are properly on-boarded, managed, tracked, and retired; provides highly responsible and complex staff assistance to the assigned Group Manager.

CLASS CHARACTERISTICS

Incumbents in this class coordinate and support overall District operations by providing review for all rebuildable assets in the Department. Incumbents may supervise, assign and review the work of subordinate or contract staff to ensure the implementation and operation of the assigned programs and services.

REPORTS TO:

This position reports to a designated supervisory or managerial position.

EXAMPLE OF DUTIES

1. Responsible for the care, maintenance, and strategy for the entire life cycle of all assets and rebuildable components/parts including but not limited to sourcing, onboarding, distribution, use, repair/overhaul, and obsolescence/disposal.
2. Provide data to support management in the decisions of making and/or buying, capital asset management, maintaining a state of good repair, condition monitoring and related reporting requirements for regional and federal authorities.
3. Reviews and analyzes the computerized maintenance management system developing standard and custom reports and key performance indicators to document a successful program.

4. Develops asset onboarding and sourcing of procedures and strategies for the maintenance program.
5. Develop and maintain the asset maintenance programs including moving, caring and maintenance policy and procedures.
6. Review the reliability as well as establish acceptable parameters, providing statistical analysis and data points to support recommendations and conclusions for the asset maintenance program.
7. Coordinate with Logistics/Stores and other departments as required
8. Acts as project coordinator for projects as assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a revenue vehicle (transit) maintenance operation

Redeployment and disposal actions including life cycle analysis to facilitate effective and efficient use of assets by assessing asset utilization, standardizing configurations, and preventing unneeded purchases

Principles and practices of materials forecasting including budget preparation and administration

Related Federal, State and local laws, codes and regulations

Skill in:

Asset Management and equipment configuration for a high dollar value operation

Assessing asset reliability statistics and deviations

Analyzing complex and difficult inventory control problems, evaluating alternatives and reaching sound conclusions (provide supporting evidence)

Advanced use and manipulation of spreadsheets and database information

Interpreting and explaining District's maintenance policies and procedures

Root cause failure analysis

Directing and coordinating the work of lower level staff

Interpreting and applying Federal, State and local policies, laws and regulations

Communicating clearly and concisely, both orally and in writing

Establishing and maintaining effective working relationships with those contacted in the course of the work

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree industrial production management, engineering, business or a related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) Asset Management, Supply Chain Management, and/or Strategic Sourcing in a complex maintenance environment, which must include two (2) years of technical experience related to production maintenance.

Other Requirements:

Must possess a valid California driver's license.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; exposure to heat, cold, moving vehicles, and inclement weather.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: