



ASSET DATA MANAGER

JC: TBD

PB: I

FLSA: Exempt

BU: 31 (AFSCME)

Created: July 2018

*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 direction, manages, supervises and coordinates the production of reliable and confident asset and financial forecasting data; assists in the development and implementation of data governance required to mature the Strategic Asset Management program to meet international standards; coordinates assigned activities with other divisions and department; provides highly responsible and complex staff assistance to the Department Manager, Operations Planning; and performs related duties as assigned.

CLASS CHARACTERISTICS

This classification is responsible managing activities and operations related to the coordination, aggregation and analysis of the District's asset management data. Incumbents in this class will work with departments throughout the District to identify their assets and record them in manner that supports the Strategic Asset Management program. Incumbents are also responsible for the development and implementation of internal control mechanisms, processes and procedures which ensures the accomplishment of District goals related to strategic asset management. This classification is distinguished from the Department Manager, Operations Planning in the latter's broader overall managerial responsibilities with respect to the District's Strategic Asset Management program.

REPORTS TO:

Department Manager, Operations Planning or his/her designee.

EXAMPLE OF DUTIES

1. Provides actionable and insightful information and knowledge from advanced statistical modeling, data mining, segmentation and quantitative analyses in support of the District's Strategic Asset Management program.
2. Leads the development and implementation of various data models and other advanced analytics solutions to foster data-driven decision making regarding asset management, maintaining a state of good repair, and related regional and/or federal reporting requirements.

3. Develops strategies for enabling end-to-end, scalable, efficient, automated processes for large scale data analysis, model development, model validation and model implementation.
4. Partners with departments throughout the District to identify, guide, and advise on advanced analytics application opportunities and identification of key performance indicators related to asset management.
5. Collaborates with the Office of the Chief Information Officer (OCIO) to drive innovative analytics and data science solutions, including data, tools, methods, and infrastructure.
6. Stays abreast of industry trends, techniques, tools and use cases to steer internal improvement and innovation of advanced analytics and data science.
7. May direct, coordinate and review the work of staff and outside contractors; serves as liaison between departments and departments and/or executive offices to ensure program and project implementation.
8. Directs, coordinates and reviews the planning, development and implementation of contracts and administration of management procedures and internal control mechanisms; ensures the cost effective and efficient use of staff and resources in accomplishing goals and objectives.
9. Plans, prepares and coordinates the preparation of reports including recommendations to the Board of Directors, committees and other management staff.
10. Independently composes, compiles and prepares correspondence, reports and documents; reviews finished materials for completeness, accuracy and compliance with District policies and procedures; may oversee the maintenance of accurate records and files.
11. Provides support within various areas of the Department including Operations Scheduling, Infrastructure and Capacity Planning, Asset Management - Risk Analysis, and Performance Management.

QUALIFICATIONS

Knowledge of:

Operational characteristics of enterprise grade relational databases
Operational characteristics of Enterprise Asset Management (EAM) systems
Principles and practices of Weibull distributions
Principles and practices of R programming language for statistical computing
Methods and techniques of advanced statistical data analysis
Methods and techniques of contract development
Methods and techniques of program development
Principles and practices of budget preparation and administration
Principles and practices of financial analysis
Related Federal, State and local laws, codes and regulations

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Skill in:

Designing, documenting and implementing data driven processes and data collection tools
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 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
Operating office equipment including computers and supporting word processing, spreadsheet and presentation applications.
Establishing and maintaining effective working relationships with those contacted in the course of the work

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in statistics, mathematics, finance, computer science or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) asset management, financial or data analysis and modeling, or database development experience which included strategic planning. One (1) year must have included supervisory/managerial experience.

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.

BART EEO-1 Job Group: TBD

Safety Sensitive: TBD