MANAGER OF ASSET MANAGEMENT

*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 general direction, directs, manages, supervises and coordinates the activities and operations of the District's strategic asset management program including the development and implementation of data governance and asset and financial forecasting data process; provides highly responsible and complex staff assistance to the Department Manager, Operations Planning; and performs related duties as assigned.

CLASS CHARACTERISTICS

This full-scope managerial level classification manages, through lower level managers and professional staff, all activities and operations related to the advancement of the District's Strategic Asset Management Program. This classification ensures districtwide engagement in department 4-year workplans, asset identification and recording, strategic risk mitigation strategies and the development and implementation of internal control mechanisms, processes and procedures to accomplish District goals related to strategic asset management. This classification is distinguished from the Department Manager, Operations Planning in the latter is responsible for the District's long and short-term operations and service planning and scheduling function.

REPORTS TO:

Department Manager, Operations Planning or his/her designee.

EXAMPLE OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes leadership and management responsibility for the District's strategic asset management program, including assisting in the development and implementation of data governance required to meet international standards.

2. Develops, implements and manages the District's advanced statistical modeling, data mining, segmentation and quantitative analyses, and documentation process activities related to the Strategic Asset Management program.

3. Manages the District's asset management data-driven decision-making process to inform decision makers of strategic risks and monitor/track risk applications to mitigate identified risks.

4. Ensures compliance with asset management related regional and/or federal reporting requirements.

5. Partners with departments to identify, guide, and advise on Strategic Asset Management activities and operations including the identification of key performance indicators related to asset management.

6. Collaborates with the Office of the Chief Information Officer (OCIO) to drive innovative analytics and data science solutions, including data, tools, methods, and infrastructure.

7. Manages the preparation and coordination of reports including recommendations to the Board of Directors, committees and other management staff; manages the preparation of correspondence, reports and documents for completeness, accuracy and compliance with District policies and procedures and the maintenance of accurate records and files.

8. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

9. Supervises staff and outside contractors; serves as liaison between departments and departments and/or executive offices to ensure program and project implementation.

10. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

11. Stays abreast of industry trends, techniques, tools and use cases to steer internal improvement and innovation of advanced analytics and data science.

QUALIFICATIONS

Knowledge of:
- Operational characteristics of enterprise grade relational databases, configuration management and the practical application of computerized maintenance management systems (CMMS) data.
- Operational characteristics of Enterprise Asset Management (EAM) systems, performance management systems and enterprise risk frameworks.
- Methods and techniques of contract development and program development.
- International Best Practices in Strategic Asset Management (ISO55000), Reliability Engineering or Quality Management principles.
- Funding constraints and regulatory policies/procedures of BART or similar agencies.
- Related Federal, State and local laws, codes and regulations.

Skill in:
- Designing, documenting and implementing entity-wide change management processes including necessary communication strategies.
- Creating and applying a strategic risk framework that records entity-wide activities and identifies risks to organizational objectives.

- Analyzing complex and difficult process control problems, evaluating alternatives and reaching sound conclusions (provide supporting evidence).
- Staying abreast and quickly absorbing the function of changing technological tools and recommending/applying them to continually improve/mature BART's asset management program.
- Identifying risks/inefficiencies in business processes, performing root cause analyses, recommending creative solutions and implementing performance monitoring procedures to track and document risk application effectiveness.
- Comprehending and translating highly complex data models and concepts to all stakeholders.
- Directing and coordinating the work of lower level staff and ensuring objectives are met in a matrixed reporting structure.
- Interpreting, applying and ensuring compliance with Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing to stakeholders at all levels of the Agency.
- Operating office equipment including computers and supporting word processing, spreadsheet and presentation applications.
- Establishing and maintaining effective working relationships with those contacted during the course of work.

MINIMUM QUALIFICATIONS

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

Experience:
Five (5) years of (full-time equivalent) verifiable professional asset management, strategic planning, change management, operations or performance management experience, which must have included two (2) years of administrative and supervisory 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: 0500 – Executives/Managers
Census Group: 0430 – Miscellaneous Managers
Safety Sensitive: No