



## SENIOR MANAGER OF ASSET MANAGEMENT

JC: 000189

BU: 95 (NR)

PB: 10

FLSA: Exempt

*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, 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; provides highly responsible and complex staff assistance to the Department Manager, Operations Planning; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This classification is the full managerial level with full functional management responsibility for either multiple divisions or over other full scope managerial classifications within a major division or department with significant responsibility for managing, administering and implementing multiple policies or programs, responsibility for directing the work of managers, and significant strategic development, implementation and administration of planning future delivery of services that may have significant, long-term impact to the organization. This classification is distinguished from manager-level positions in the Procurement department in this classification's focus on new car procurement.

### **REPORTS TO**

Director of Operations Planning or 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

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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/Ability 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

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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:**

Possession of a bachelor's degree in Business, Mathematics, Finance, Computer Science, or a closely related field from an accredited college or university.

#### **Experience:**

The equivalent of five (5) years of full-time progressively responsible experience in asset management, strategic planning, change management, operations or performance management experience or related experience. At least two (2) years of required experience must have included management level responsibilities.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college 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.

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**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Group:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No

**CLASSIFICATION HISTORY**

**Created :** March 2019  
**Revised:** June 2019  
October 2021  
**Updated :**