



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Asset Management Technician</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>      </u>
<small>(Please check one)</small>		
<b>REPORTS TO:</b> <u>Infrastructure Engineer</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>07/08</u>
<b>DEPARTMENT:</b> <u>Public Works</u>	<b>JOB CODE:</b> 3009	

### **DEFINITIONS:**

Under general supervision performs a variety of asset management, inventory and internal cost accounting related duties.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Creates and maintains the Department's asset management / inventory and internal cost accounting database using Cartegraph software modules WorkDirector, StormView and PavementView (or comparable software) in conjunction with ESRI mapping products.

Performs field assessments of County's assets (roadways and drainage structures). Manages the captured data to ensure an accurate and current analysis of the condition of the county's transportation system assets.

Designs and produces reports and maps which provide County decision makers with the information needed to prioritize, plan and implement budgets and work plans which most efficiently utilize human and final resources.

**KNOWLEDGE AND SKILL:**

- Ability to manage Database.
- Ability to interpret requests for information and produce reports and maps.
- Ability to interface with technical and non-technical staff, knowledge of Public Works Asset Management.
- Knowledge of Microsoft SQL queries and SQL server.
- Knowledge of ESRI ArcGIS software including ArcEditor and ArcPad, GPS technology and field mapping methods.

**MINIMUM QUALIFICATIONS:**

Three years of progressive database or asset management experience, including the creation of forms, queries, tables and reports, with one year of professional experience using Cartegraph or related programs and ESRI ArcGIS or any combination of education, training and experience that demonstrates the ability to perform the duties of the position. Must possess a current Missouri driver's license.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)