



City of Kansas City, Missouri Job Class Specification

Job Title: Asset Analyst

Department: MULTI

Job Code: 2200

Status: EXEMPT

Grade: EX2

Summary

This is entry level work in the field of infrastructure asset management.

Work involves performing independent and responsible work using technologies for data collection and operation of computerized maintenance in support of infrastructure asset management.

Duties and Responsibilities

- Analyzes problems, determines cause and initiates corrective action in areas that require technical competency of infrastructure assets.
- Update and maintain paper and computerized files, records, and databases; and retrieve reports, drawings, and maps.
- Documents present procedures and operating methods.
- Gathers data for analysis of problem areas, analyzes documents, files and reports the workflow and recommends system improvements.
- Participates in process and quality improvement.
- Locate assets on appropriate maps or construction plans; interpret notations on maps.
- Inspect assets to record relevant data as assigned.
- Prepare and perform data quality control and final reports upon the completion of projects.
- Interpret data and information for the purpose of providing supporting asset management decision making.
- Operate data collection equipment to ensure that data collection meets the quality standards for asset management.
- Perform other related duties as assigned.

Technical Skills**Knowledge:**

- Terminology, principles and equipment used in infrastructure asset management including how infrastructure is maintained, operated, and preserved.
- Infrastructure inventory, condition assessment, risk assessment, and preservation methods and procedures.
- Strategic planning, asset management, performance and accountability practices and methodologies of public administration.
- Federal, state, and local regulations, laws, and ordinances regarding issues of land use and environmental management, transportation and/or utilities.

Skills:

- Use of independent judgment and effective decision making in the application of a wide variety of laws, policies and procedures and in effective problem solving.
- Use and operation of personal computer, spreadsheet software, and related computer programs and equipment including GIS, GPS, Asset management programs and equipment.
- Effectively support department-wide strategic plan, asset management system, and performance and accountability assessment system.

Education and Experience

Accredited Bachelor's degree and one (1) year of professional experience in computer applications/ programs, research, planning, project management, engineering, geography/GIS or asset management. OR an equivalent combination of education and experience.

**Certificates/
Licenses/Special
Requirements****Supervisory
Responsibility**

None.

**Supervision
Received**

Work is performed under general direction of the Asset Manager or designee.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

02/24

Revised