



City of Kansas City, Missouri Job Class Specification

Job Title: Asset Specialist

Department: MULTI

Job Code: 2201

Status: EXEMPT

Grade: EX4

Summary

This is complex technical work in the field of infrastructure asset management.

This position performs significant but standardized asset management functions requiring some independent decision making. Creating and maintaining asset management information from data and make calculations, perform analysis, keep records, and conduct quality control based upon established methods or in accordance with general instructions.

Duties and Responsibilities

- Produce information, reports, graphs, project lists, maps, and other information.
- Make recommendations to decision makers to be used in resource allocation decisions made to manage infrastructure assets.
- Write technical reports, operational guidelines, or documents to support a job function and record information for future use.
- Provide technical information and explain policies and procedures to the public, other staff or groups in person, on the telephone or in writing.
- Organize and analyze data and perform difficult calculations to support a major asset management function in the department.
- Conduct on-site inspections to gather data or to assure the quality of asset condition and inventory data being collected by lower level technical positions; prepare inspection reports.
- Prepare and or review routine data collection plans for conformance to pre-established City of KCMO standards, methods, and procedures.
- Operate geographic information systems, computerized maintenance management systems and other data base interface tools, asset management systems, reporting tools, modeling programs, and project management systems as required to complete assigned tasks.
- Prepares reports for preliminary estimates of materials, quantities, status, and costs for Capital construction and maintenance projects.
- Develop and maintain project files and other records.
- Prepare and perform data quality control and final reports upon the completion of projects.
- Interpret data and information for the purpose of providing 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:

- Efficient use and operation of modeling systems, mobile technologies, inventory control and management systems.
- Infrastructure inventory, condition assessment, risk assessment, and preservation methods and procedures.
- Strategic planning, asset management, and 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.
- Effectively plan, develop, and implement department-wide strategic plan, asset management system, and performance and accountability assessment system.

Education and Experience

Accredited Bachelor’s degree and four (4) years of professional 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
Revised**

02/24