

**Submitted by:** Randy Brown  
**Title:** Asset Management/Project Specialist  
**Company:** City of Pompano Utilities  
**Posted Text:**

Examples of Duties:

Implements and maintains the Utility's Asset Management and Maintenance database, including serving as system administrator, working with program vendors, training staff, providing technical assistance to staff, performing some data collection and entry, and generating reports. Performs system maintenance and quality checks and assists with system upgrades. Tracks and coordinates utility projects in order to assist with project completion, including obtaining quotes from vendors and ordering equipment and services. Work is performed under general supervision. This is an essential position; incumbent will be required to work extended hours during and after hurricanes or other disasters. Works proactively and provides excellent customer service to internal and external customers. Follows safety procedures and promotes a safe work environment. A strong understanding of ethical behavior is required.

Typical Qualifications:

Bachelor's degree with major coursework in Computer Science, IT or communications. Three years experience working with Computerized Maintenance Management Systems, computer systems and databases preferred. Strong written and oral communication skills required. Public speaking skills necessary to address large groups and training ability required. Ability to become proficient in use of SCADA and the City's H.T.E. system. Able to write technical/instructional documents and standard operating procedures. Experience working with water utilities preferred. Project Management experience preferred. Must be able to work with other City departments, regulatory agencies, vendors, and public groups. High degree of organization and meticulous record keeping ability is required. Experience with process improvement groups and systems preferred. Must be able to demonstrate passion and commitment for accuracy in data management, collection and reporting.

Work Days/Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.; includes other hours as assigned.

Position is open until filled.

The City of Pompano Beach only accepts application on [NEOGOV.com](https://www.NEOGOV.com)