



**CITY OF SUGAR LAND**  
is pleased to offer applicants the opportunity to apply for the  
position of:

## **Asset & Operations Manager**

**SALARY:** Depends on Qualifications

**OPENING DATE:** 06/05/17

**CLOSING DATE:** 07/14/17 05:00 PM

### **POSITION DESCRIPTION:**

At the City of Sugar Land, we are looking for people driven by a desire to contribute, possess a willingness to be challenged, and are committed to public service. Our champion employees are a driving factor for making Sugar Land "One of America's Best". The Public Works Department is seeking an exceptional individual to fill the role of **Asset & Operations Manager**.

The Asset & Operations Manager directs the coordination, implementation and operations of various City project. This position is also responsible for overseeing the technical and administrative support to the Public Works (Water Utilities) and Environmental & Neighborhood Departments, which includes planning and implementing the citywide asset management program, implementing and analyzing the citywide Computerized Maintenance Management System (CMMS), assisting in development, preparation and administration of both department budgets, purchasing, contracts and purchase orders, assisting in the development, planning and implementation of strategic and management projects, policies and procedures, the customer service program and user fees, and assuming responsibility of special projects, as assigned.

### **SUMMARY OF DUTIES:**

- Manage License and Maintenance Agreement for CMMS and serve as liaison to the vendor, maintaining productive relationships.
- Maintain citywide Computerized Maintenance Management System (CMMS) or work order system, including designation as the administrator, manage data and provide data analysis reports, maintain templates, conduct QA / QC on collected data, conduct training for users, and generate custom reports. Coordinate with other associated projects and applications.
- Lead the City's Cityworks Users Group including recurring meetings seeking feedback, presenting changes to City management then implementing improvements to the system.
- Serve as the subject matter expert on corporate / citywide asset management program by developing policies, procedures, and projects associated with infrastructure and levels of service. Lead associated projects including coordinating synergy among related strategic projects supporting the asset management program efforts.
- Implement the Asset Management Roadmap including short term, mid-term, and long term initiatives, as approved by City management. Manage consultants, vendors, external municipalities and other necessary entities to carryout projects.
- Lead the Asset Management Steering Committee and Network Team to develop strategies for the asset management program and presenting them to City management for consideration.
- Responsible for the efficient utilization of daily departmental business activities and resources to achieve maximum productivity, smooth workflow and ensure excellent customer satisfaction. Responsible for efficient utilization of departmental clerical staff to achieve maximum productivity, ensure excellent customer satisfaction and sound financial stewardship.
- Assist in the development, planning and implementation of management and strategic projects by conducting research, performing statistical analysis, and preparing formal and ad-hoc reports for city management and council consideration.
- Coordinate Public Works, Water Utilities, and Environmental and Neighborhood Services budget preparation and oversee administrative program budgets.
- Conduct research, analyze data, and prepare financial and performance reports for review and submission to City management.

- Develop business plans for Public Works, Water Utilities, and Environmental and Neighborhood Services, including compilation and submittal of key issues.
- Develop and manage special projects such as the customer service program, alternative funding program, and annual cost analysis inventory.
- Perform other duties as requested by Public Works and ENS Management.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Engineering, Business Administration, Public Administration or a closely related field required.
- Five years of experience working for a municipality in a generalist management position required. A Master's degree in Business Administration, Public Administration or a closely related field of study may be substituted for two years of experience.
- Two years of supervising staff required.
- Asset Management experience preferred.
- Computerized Maintenance Management System (CMMS) experience, such as Cityworks preferred.
- Valid Texas Drivers License
- Certificate of Asset Management by the Institute of Asset Management

**ADDITIONAL INFORMATION:**

First review of applications will begin on June 19, 2017.

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APPLICATIONS MAY BE COMPLETED ONLINE AT:  
<http://www.sugarlandtx.gov>

Position #1700074  
ASSET & OPERATIONS MANAGER  
EF

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