



Department: Engineering  
[Pay Band](#): # 9  
[FLSA Status](#): Non-Exempt

## Asset & GIS Supervisor Job Description

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### Role:

Responsible for planning, managing, and administering the asset management programs that include Geographical Information Systems (“GIS”) and computerized maintenance management systems (“CMMS”). Performs work developing, updating, maintaining, and analyzing data through GIS and CMMS software, and any work as apparent or assigned. This position reports to the Deputy Director. Supervision is exercised over assigned staff.

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### Essential Functions:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

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- Plans, assigns, trains, oversees, and supervises work of assigned staff.
- Manages the GIS and CMMS programs and collaborates with departments in its use. Works with all staff to define goals and usability metrics and ensures implementation meets system goals aligning with user needs.
- Operates and manages the installation, configuration, administration, implementation and upgrades of the GIS and CMMS software.
- Monitors and maintains the GIS and CMMS relationship and ensures data is maintained between programs.
- Implements standards for a consistent approach to setup and reporting within the GIS and CMMS programs.
- Develops reports or data visualization to verify data accuracy.
- Diagnoses and troubleshoots problems experienced with the use of GIS, asset management, and related software.
- Independently interprets project needs and uses information to produce custom maps or analyses in the ESRI and CMMS environments.
- Leverages programming tools (e.g., Python, ModelBuilder, and Java) to streamline common workflow procedures as necessary.
- Provides training in various aspects of the GIS and asset management programs, and occasionally coordinates work of others in each program.
- Works with Managers to establish effective processes to enable the collection of data needed for asset management processes and analysis.
- Works with departments to maintain operational and maintenance data to be used for data visualization and decision making.
- Develops and maintains data required for fleet management, including preventative maintenance and replacement plans.

- Performs analysis and reporting to support organization decision making. Gather, analyze, and integrate tabular and spatial data from a variety of sources.
  - Makes effective independent decisions representing day-to-day issues that do not require team discussion, input or agreement.
  - Recommends changes in goals, policies, equipment and software to maximize utilization of resources.
  - Performs other duties as assigned by the Deputy Director.
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### **Minimum Qualifications:**

- Bachelor's degree in Civil Engineering, Geographic Information Systems, Geospatial Science, Geography, Cartography, Computer Science, or related field; at least three years of experience with geographical information systems and asset management, or a combination of equivalent education and experience.
  - Extensive knowledge of Microsoft Office, particularly Microsoft Excel.
  - Working knowledge of geodatabase design, editing, versioning, and management.
  - Knowledge of relational databases, GPS, and SQL server is strongly preferred.
  - Intermediate knowledge of ESRI Model Builder and Python scripting preferred.
  - Knowledgeable in asset management software and analyses.
  - Knowledge of database layouts and ability to develop and run database queries.
  - Knowledgeable in creating, editing, and maintaining dashboards in ESRI and PowerBI environments preferred.
  - Experience with AutoCAD and water and wastewater modeling software preferred.
  - Experience with Cartegraph Asset Management preferred.
  - Must possess strong human relations and communications skills so as to be able to effectively communicate orally and written.
  - Must possess strong organizational, analytical, and prioritization skills.
  - Obtain CPR and First Aid certification within six months of hire.
  - Valid driver's license in the Commonwealth of Virginia.
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### **Additional Information:**

- This position has supervisory responsibility over assigned staff. Responsibilities include rewarding, disciplining up to but not including termination; training, planning, assigning, and directing work; addressing complaints and resolving problems.
  - This position typically requires working Monday through Friday from 8:00am to 5:00pm with a one (1) hour lunch break.
  - This position may be eligible for teleworking up to two days per week.
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### **Working Conditions:**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

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- Employees sit most of the time but may walk or stand for long periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Seldom
Up to 25	None
Up to 50	None
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	None
Toxic or caustic chemicals	None
Outdoor weather conditions	None
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Low

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**Employment Eligibility/Work Authorization Requirements:**

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

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**Condition of Employment:**

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

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Print Name

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Date Signed

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Signature