



Human Resource Department
Stacy Ridley
Human Resources Benefits Administrator

TO: All Concerned
FR: Department of Human Resources
RE: OFFICIAL JOB POSTING
DT: May 26, 2017

Applications for the position of **Asset Management Technician** for the Lewiston Public Works Department – Engineering Division are now being accepted. Applications are available at the Human Resources Department or online at www.lewistonmaine.gov.

GENERAL INFORMATION: Grade Level 5 Full Time - 40 hours per week Valid State of Maine Class C License required

EDUCATION AND EXPERIENCE: Two year, post-secondary degree/certificate in Engineering Technology, Applied Geography, Geographic Information Systems, Environmental, or a related field. Working knowledge of utility systems and familiarity with ArcGIS desktop and ArcGIS online; experience with work order systems and field devices for Android and iOS tablet devices and GPS devices; and thorough technical knowledge and understanding of asset management criteria are required.

Five years of related experience, preferably in the municipal field, specifically relating to asset management.

WORK ACTIVITIES: Under direction of the City Engineer, works to develop, maintain, organize, and troubleshoot the Computerized Maintenance Management Systems (CMMS) databases. Provides support to Lewiston Sewer, Water and Stormwater, Street Light Divisions, and GIS application of CMMS and GIS systems in the office and/or field.

Assists in preparation of the data for Capital and Operating programs and budgets; conducts inventories and inventory audits at various sites; assists in drafting compliance reports; provides front line support to CMMS system users and participates in configuration and training of the CMMS system; performs other duties as assigned.

Candidates should have strong technical, analytical, research, and problem solving skills, and the ability to work independently in a team environment.

The job description for this position is available upon request.

Submit application with or without a complete resume directly to the Department of Human Resources, City Hall 27 Pine Street Lewiston, ME 04240

Application deadline is June 12, 2017

Christina Daniels, Human Resources Technician

P.S. Only interviewed candidates will be notified.