



Asset Manager Position Description

Department: Innovation and Technology

Position: Asset Manager

Job Category: PAT (Professional, Administrative, Technological)

Status: Permanent, Full-Time

Scheduling: 40 Hours (Weekly)

FLSA Status: Non-Exempt

Date of Announcement: October 23, 2025

Application Deadline: Until position is filled

Under the direction of the Director of Innovation and Technology with oversight by the Director of Public Works, the Asset Manager manages the City's Asset Management Program for all City assets; the program goal is to use data to make informed decisions related to maintenance and replacement of critical and expensive infrastructure to optimize performance, minimize costs, and make appropriate investments to meet all current and future needs. This position currently falls under the Engineering Department and will transition to the Innovation and Technology Department in 2026.

Essential Duties and Responsibilities:

The following is a list of duties are normal for this position but not all-inclusive.

- Lead an inter-departmental team tasked to plan, develop, implement, and maintain the City's Asset Management Program
- Introduce and promote asset management concepts and best practices strategically and practically across the organization
- Develop, plan, and program an asset management implementation strategy using a Strategic Asset Management Plan (SAMP)
- Develop and implement asset management strategies and tools for strategic infrastructure and program decision-making using system-specific Asset Management Plans (AMPs)
- Work with City staff, Elected Officials and consider public input to develop an Asset Management Policy that establishes levels of service and prioritization for critical assets, operations, maintenance, and other functions within the organization
- Review and recommend assets to be managed within the Asset Management Program
- Create and maintain the Asset Inventory Hierarchy
- Provide administrative support and asset condition collection guidance for the City's Work Order Management Software
- Provide support on the City's budget, capital improvement program, long-range financial plan utility rate, and other related financial analysis
- Coordinate training and provide advice and support to others related to asset management principles and approaches.
- Coordinate the development, documentation, and maintenance of asset inventories, conditions, rating methodologies, levels of service and performance measures, risk scoring criteria, maintenance strategies, repair/replacement models, financial forecasts, and work plans associated with all asset classes
- Identify areas for efficiency improvements and coordinate the development of implementation plans
- Ability to assign, review, plan, and coordinate the work of employees
- Analyze customer needs to design tools, systems, and procedures to solve business problems
- Research, evaluate, and recommend emerging technologies related to asset management

- Create and maintain end-user documentation
- Prepare and make presentations at all levels within the organization
- Prepare annual reports for State filing
- The Asset Manager will also track insured assets and work with the City's insurance provider to evaluate levels of insurance coverage
- Performs other related essential duties as required.

Minimum Training and Experience Required:

- Any equivalent combination of education and experience providing the individual with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of related experience and a bachelor's degree in business, finance, engineering, or related field.
- Experience leading projects independently and acting in a lead role on projects.
- The successful applicant must be technically proficient in asset management concepts and principles and be able to demonstrate their commitment to community and teamwork.
- GIS knowledge and experience with ESRI products

Special Requirements:

- Experience in water and wastewater systems, road condition assessments, and asset management certification is desirable
- Training or experience in business analytics, data science, or a related field

Minimum Physical and Mental Abilities:

- Ability to utilize departmental equipment and tools
- Ability to operate a variety of automated office machines
- Ability to exert physical effort in light to moderate work and ability lift 25 pounds.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, reaching, and ability to climb and balance.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents
- Ability to comprehend a variety of reference books and manuals
- Ability to prepare executive summaries, memos, correspondence, and other job-related documents
- Ability to accurately record and deliver information, meet deadlines, and maintain the confidentiality of restricted information
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks
- Ability to work under stressful conditions
- Ability to communicate effectively

Environmental Adaptability:

- Ability to work effectively in an office and outdoor environment with exposure to heat, cold, noise, toxic agents/chemicals, and confined spaces

Rate of Pay:

Hourly Minimum – Midpoint: \$25.80 - \$32.25

Grade 15 as designated by current salary ordinance.

Work Hours:

Monday – Friday 8:00 a.m. – 5:00 p.m. (Evenings and weekends may be required on a limited basis).

Applications are available in Human Resources, 204 E. Jefferson St., Goshen, or online at www.goshenindiana.org. Click Job Opportunities.

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