

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: O50

CLASSIFICATION: CMMS/AutoCAD Analyst

DEPARTMENT: Public Works – Maintenance Operations

CLASS DEFINITION: To perform computer application and/or database design, development, integration, implementation and process monitoring services for departmental users utilizing the Oracle based Computerized Maintenance Management System (CMMS) and AutoCAD/Map technologies.

DISTINGUISHING CHARACTERISTICS:

This is the full journey-level classification. Employees within this class receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction for a Public Works Operations Superintendent or other higher level staff.

Provide functional and technical supervision over technical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

Develop complex CMMS, AutoCAD/Map 2004, and Meridian file management application configuration for system users and operators using advanced programming languages. Write, edit, install, and verify that programs are debugged and provide desired results.

Design and develop complex database models and templates. Write and edit programs for accessing, maintaining, linking and populating CMMS, file and Web databases. Verify database integrity.

Administer CMMS servers and workstations by installing and troubleshooting system software and programs. Administer systems access, access criteria tables, and security.

Train and provide technical direction to users and operators on CMMS, AutoCAD/Map, Meridian and Inventor Software, and/or custom applications.

Write procedures for utilizing CMMS and AutoCAD/Map 2004, Meridian software and applications. Interpret complex information from recorded as-built plans, specifications, records, site surveys, and other data sources.

Generate standard and custom materials such as reports, plots, space plans, diagrams, exhibits and displays using software and related equipment (workstations, plotters, scanners, digital cameras and digitizers). Use database access and CMMS software to make queries and

perform informational analysis of location, space relationships, work order activity trends, patterns, adjacency, and proximity of complex building systems, building occupancy and data.

Determine effective presentation of information and select appropriate building design elements, including plot plan projection, scale, coloration, shading, symbols, and additional elements, such as images, graphs, tables, and overlays.

Respond to difficult inquiries from city staff, engineers, contractors, consultants and architects regarding data related to City of Anaheim buildings, infrastructure and properties.

Integrate CMMS with other systems and databases such as American Management Systems (AMS), Anaheim Resource Plan (ARP), Emergency Virtual Operating Center (EVOC), FamisCad and the Internet.

Assist with transposing complex data from source documents (as-built, site surveys, digitized aerial photos, etc.) using coordinate geometry inherent, digitizing or scanning methods to/from Geographic Information Systems (GIS) and/or related databases. Data types include parcels, streets, sewers, storm drains, water systems, or city annexations.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Responsible, journey-level experience in AutoCAD/Map and Computerized Maintenance Management System (CMMS) operations within the City of Anaheim OR experience equivalent to responsible journey level AutoCAD/Map and CMMS technical operating experience including operation design, analysis, development, and programming of applications and databases related to facilities and property management programs.

Knowledge of: CMMS, AutoCAD/Map 2004 software, programming logic, computer operating systems, and networks; computer system architecture, client/server protocol, and local area network systems; methods and techniques of engineering; electrical, architectural, mechanical, civil, and electronic diagrams and specifications; principles and practices of space, maintenance, building inventory, property management and AutoCAD/Map design; principles and techniques of training.

Ability to: Write and modify complex custom applications using languages such as Structured Query Language (SQL); install, debug and resolve software and application problems; listen to and interpret non-technical user requests or problems; clearly communicate technical ideas and thoughts to CMMS and AutoCAD/Map operators and users; manage projects and train personnel; make mathematical computations; adapt to on-going technological developments and advancements; analyze data to prepare reports and digitized drawings; develop site

specific CMMS and AutoCAD/Map applications; communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others; effectively lead assigned employees; read and interpret engineering drawings, specifications, engineering calculations, architectural plans and shop drawings and keep clear and accurate notes.

License/Certification Required: Possession of a valid California Driver's License.

WORKING CONDITIONS:

Environmental Conditions: Due to the nature of work assignments, incumbents work in an office environment and in the field with some exposure to inclement weather.

Physical Conditions: Due to the nature of work assignments, incumbents must have manual dexterity to use a computer keyboard on a regular and continuing basis. Incumbent must also have the physical ability to walk, stand and climb ladders and tolerate heights common with multi-story roof top conditions.

OTHER:

FLSA Designation: Professional Exempt

Unit Designation: Professional Management

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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