

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: O50

CLASSIFICATION: CMMS/AutoCAD Analyst

DEPARTMENT: Public Works

CLASS DEFINITION: To perform a variety of computer application and/or database design, development, integration, implementation, and process monitoring duties for authorized departmental users utilizing the Oracle based Computerized Maintenance Management System (CMMS) and AutoCAD/Map technologies for space planning and architectural designing.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from an Operations Superintendent or other higher level staff.

Exercises functional and technical supervision over technical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Administer CMMS servers and workstations to ensure accessibility and security for all authorized users; install and troubleshoot system software and programs.

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

Integrate CMMS with other systems and relevant databases including American Management Systems (AMS), Emergency Virtual Operating Center (EVOC), FAMISCAD, and the Internet.

Design and develop complex database models and templates; write and edit programs for accessing, maintaining, linking, and populating CMMS, file and Web databases; verify and ensure database integrity.

Design and generate a comprehensive reporting system for all fixed assets and related equipment utilizing CMMS software.

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.

Develop complex CMMS, AutoCAD/Map, and Meridian file management application configuration for authorized system users and operators using advanced programming languages; write, edit, install, and verify that programs are updated and relevant.

Provide and design training programs for authorized users and operators on CMMS, AutoCAD/Map, Meridian Inventory Software, and/or custom applications.

Transpose data from source documents (as-built, site surveys, digitized aerial photos, etc.) using scanning methods to/from Geographic Information Systems (GIS) and/or related databases for new City-owned facilities.

Write procedures for utilizing CMMS, AutoCAD/Map, and Meridian software and applications in support of as-built plans, specifications, survey records, and other data sources.

Update FAMIS software system records in relation to billing, work orders, equipment, and space inventory.

Design remodel of City-owned facilities including offices, libraries, and fire stations; develop material and/or services specifications for bidding purposes; assist in the construction administration.

Provide assistance to City staff in administration of work orders, contracts, and projects.

Design and oversee upgrade of City-owned fueling sites and underground and aboveground fuel storage tanks; inspect City-owned underground fuel storage tanks to ensure compliance with local and federal requirements.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Three years of technical engineering experience including experience working with AutoCAD/Map and Computerized Maintenance Management System (CMMS) supplemented by a Bachelor's degree from an accredited college or university with major course work in drafting, computer science, engineering, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: CMMS and AutoCAD/Map 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; methods and techniques of developing maps; principles and practices of space, maintenance, building inventory, property management and AutoCAD/Map design; principles and techniques of training; methods and techniques of researching, compiling, interpreting, and presenting statistics and data; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state, and local laws, codes, and regulations.

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; read and interpret engineering drawings, specifications, engineering calculations, architectural plans and shop drawings and keep clear and accurate notes; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; adapt to changing technologies and learn functionality of new equipment and systems; maintain accurate files and records; work independently in the absence of supervision; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license.

WORKING CONDITIONS:

Environmental Conditions: Work is performed in both an office and field environment; travel from site to site; occasional exposure electrical energy and outside weather conditions; occasionally work at heights.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to climb unusual heights on ladders; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; visual acuity for reading engineering plans and specifications; and to verbally communicate to exchange information.

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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Created 9/2004 – V. Kilmurray
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