

**PUBLIC WORKS DEPARTMENT**  
**City of Mountain Home – Job Announcement**

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.

**POSITION DETAILS:**

**Date Posted:** 4/8/25      **Department:** Public Works      **Title:** Manager-Assets & Maintenance  
**Posting Expires:** 10 days/until filled      **Location:** Water Department      **Grade & Status:** Grade 35 FT  
**Contact Phone:** 870-425-7042      **FLSA:** Exempt      **Salary:** \$29.05 starting  
**DAYS & HOURS OF OPERATION:** 7:00 am – 3:30 pm. On Call Status during nights, weekends, and holidays

**WHERE TO APPLY (in person or via us mail):** City of Mtn Home HR  
720 S Hickory St.  
Mountain Home, AR 72653

**JOB NOTICE -**

**APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.**

**DESCRIPTION**

**Job Summary:**

The Asset Manager is responsible for developing, implementing, and managing the asset management program for the Department of Public Works. This role involves overseeing the collection, analysis, and reporting of asset data to support risk-based decision-making, capital planning, and infrastructure management. The Asset Manager collaborates with multiple departments to ensure optimal lifecycle management of critical municipal infrastructure, including water distribution, wastewater collection and treatment, stormwater management, and public works facilities.

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**Essential Duties & Responsibilities:**

- Lead the development and execution of the asset management program, incorporating best practices and industry standards such as ISO 55000.
- Establish policies, strategies, and performance measures for asset management, ensuring alignment with organizational goals.

- Oversee the implementation and maintenance of a Computerized Maintenance Management System (CMMS) to track infrastructure condition, work orders, preventive maintenance, and capital planning.
  - Collect, analyze, and utilize asset data to drive cost-effective maintenance strategies and capital investment planning.
  - Develop long-term asset replacement and financial projections to support budgeting and capital improvement plans.
  - Conduct infrastructure condition assessments and risk evaluations to prioritize maintenance and rehabilitation efforts.
  - Oversee maintenance of infrastructure and field operations, including CCTV inspections, valve maintenance, sanitary sewer cleaning, leak detection, and sewer metering.
  - Coordinate asset management activities across multiple departments, ensuring effective data sharing and collaboration.
  - Train and support staff in asset management principles, software applications, and data analysis techniques.
  - Manage relationships with vendors and consultants involved in asset management and technology implementation.
  - Ensure compliance with applicable regulations, industry standards, and organizational policies.
  - Prepare reports, dashboards, and presentations for internal and external stakeholders.
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#### **Required Qualifications:**

##### **Education & Experience:**

- (Preferred) Bachelor's degree in Engineering, Environmental Science, Computer Science, Public Administration, Business Administration, or a related field.
- Minimum of three years of experience in asset management, municipal infrastructure, or a related field.
- Knowledge of water, wastewater, and stormwater systems preferred.

##### **Technical Skills:**

- Proficiency in asset management software, GIS applications (e.g., ESRI ArcGIS), and CMMS platforms.
- Strong data analysis skills, including experience with SQL, Microsoft Excel, and business intelligence tools.
- Understanding of project management methodologies and techniques.
- Ability to interpret engineering drawings, maintenance records, and infrastructure data.

##### **Soft Skills:**

- Excellent verbal and written communication skills, with the ability to convey technical concepts to non-technical audiences.
- Strong leadership and teamwork abilities.
- Effective problem-solving and decision-making skills.

- Ability to manage multiple projects and deadlines efficiently.
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**Working Conditions & Physical Requirements:**

- Primarily office-based work with periodic field visits to assess infrastructure conditions.
  - Occasionally required to lift or move equipment up to 25 pounds.
  - Exposure to various environmental conditions, including construction sites, water and wastewater facilities.
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**Additional Requirements:**

- Valid driver's license.
  - Ability to pass a background check.
  - Availability for occasional emergency response or non-traditional work hours as needed.
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**EMPLOYEE ACKNOWLEDGEMENT:**

This job description in no way states or implies that these are the only duties to be performed by this employee. Employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. I acknowledge that I have read, understand and accept the job description outlined above.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.

**THE CITY OF MOUNTAIN HOME IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**



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Hillrey Adams, Mayor

PUBLIC NOTIFIED VIA:  
CITY BULLETIN BOARDS  
CITY WEBSITE  
INDEED.COM