



Snyderville Basin Special Recreation District | Job Description

Lead Coordinator, Enterprise Asset Management

Department:	Parks and Facilities	FT PT Seasonal:	Full-Time Year-Round
Grade:	G15 + 2 Step DOE	Entry/Midpoint:	4/9
Position Code:	PF-FT43	FLSA Status:	Exempt
Reports to:	Manager, Parks and Facilities	Effective Date:	2026-09-17
Direct Reports:	None	Safety Sensitive:	Yes
		Approval Initials:	

Job Summary

The Asset Management System Specialist position is responsible for overseeing the lifecycle management data of organizational assets, including fleet vehicles, and ensuring accurate tracking, maintenance, planning, acquisition, disposal, licensing, and compliance across all business units.

Minimum Qualifications

- 21 years of age or older with a valid U.S. driver's license.
- Bachelor's degree in Business Administration, Civil Engineering, Finance, Facilities Management, Information Systems, a related field, OR an equivalent combination of education and experience.
- Education may not be substituted for the required job-related experience.

The successful applicant must pass a required pre-employment background check, MVR, drug test, and subsequent mandatory checks in accordance with current District policy requirements.

Preferred but not required:

- Experience with state or local government administration.
- Experience in asset management, facilities coordination, operations, or a related field.
- Proficiency in an EAM/CMMS platform.
- Intermediate proficiency in Microsoft Excel; experience with data reporting tools.
- Certified Asset Management Professional (CAMP), Certified Maintenance & Reliability Professional (CMRP), or equivalent.

Essential Functions

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position. These essential job functions listed are required with or without accommodation.

Tech Skills & Job Knowledge

- Serve as the central point of contact for asset data integrity, system administration of the enterprise asset management system (EAM) platform, and the cross-departmental coordination needed for effective asset management, performance, and utilization.

- Maintain and update the EAM system with accurate asset records including acquisition, location, condition, and disposition data.
- Ensure data privacy standards.

Dependability

- Coordinate preventive and corrective maintenance schedules with departments, facilities, IT, and operations teams to ensure asset availability and reliability.
- Conduct periodic physical audits and reconciliations to verify asset inventory accuracy and resolve discrepancies.
- Track asset lifecycle from procurement through decommissioning, including depreciation or replacement schedules and replacement planning.

Communication & Teamwork

- Support capital project teams by tracking new asset additions and integrating them into the EAM system upon commissioning.
- Collaborate regularly with procurement and finance teams to support capital planning, budgeting, and asset valuation processes.
- Coordinate with vendors and contractors regarding warranties, service agreements, and asset-related contracts.

Productivity & Adaptability

- Train and support District Staff on EAM system functionality, data entry standards, and reporting tools.
- Generate and distribute regular reports on asset performance, maintenance costs, utilization rates, and potential replacement needs for management review.
- Identify opportunities for process improvement and cost reduction through data analysis and asset optimization strategies.

Initiative & Organizational Skills

- Develop and maintain standard operating procedures (SOPs) for asset management workflows and system usage.
- Ensure compliance with internal policies, legal and regulatory requirements, and audit standards related to asset management.
- Administer and coordinate the District fleet, including planning and coordinating for the effective allocation of resources, fuel card assignments and reconciliations, coordination with third-party entities, and maintaining required registration, licensure, and insurance (as required).

Knowledge, Skills, and Abilities (KSAs)

Knowledge of:

- Regulatory and audit requirements as they relate to asset tracking and financial reporting.
- Asset lifecycle management principles and best practices; familiarity with ISO 55000 standards is a plus.
- Management principles, supervision, and planning.
- Maintenance and repair of machinery, equipment, and electrical/mechanical systems, including HVAC.
- Building cleaning practices, supplies, and equipment.
- Computers and Microsoft Office applications.
- Technical and operational trends that affect the District.
- Related building codes and plans.

- Related OSHA safety standards, current Safety Data Sheet (SDS) procedures, bloodborne pathogens protocols, proper use, and application of Personal Protective Equipment (PPE).

Skill and Ability to:

- Communicate effectively both verbally and in writing and the ability to present data clearly to both technical and non-technical audiences.
- Manage multiple priorities, meet deadlines, and maintain a high level of accuracy in a fast-paced environment.
- Prepare budgets and estimates.
- Understand and read building plans, blueprints, and technical schematics.
- Work independently or collaborate with a team.
- Motivate, train, employees and volunteers.
- Establish effective working relationships with District employees and other public or private agencies.
- Translate complex asset data into actionable insights for leadership and operational teams in detail-oriented manner.
- Perform all duties with safety as a top priority.

Working Conditions, Physical Requirements, and Aptitudes

- Duties primarily performed in a public setting, requiring constant interaction with a variety of people.
- Duties may be performed either indoors or outdoors, which may involve working in all weather conditions and ongoing exposure to chemicals.
- Manual dexterity and coordination; high degree of mental and visual alertness.
- Occasional exposure to hazardous chemicals, vibrations, and fumes.
- Exposure to frequent noises and interruptions.
- Work effectively with crowds and uncooperative individuals, difficult situations, emergencies, or periods of continuous demand.
- Operation of motor vehicles on public roadways.
- Travel to and from sites, facilities, and other locations within the District; transport materials as needed.
- May require emergency call-out.
- This position is ineligible for remote work. Essential duties cannot be completed without being physically present.

Physical Requirements	25%	50%	75%	100%
Walking, bending, and other physical exertion			X	
Pushing, pulling, and kneeling	X			
Ability to lift and carry up to 50 pounds unassisted	X			
Focus on a computer screen	X			
Periods of standing or sitting			X	

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Employee | Print Name

Employee | Signature

Date