

GIS-Asset Specialist I

Job Description

Role

Performs work developing, monitoring, maintaining, and improving the organization's asset management system, while supporting GIS applications and system integrations. This position supports staff through asset life cycle management, reporting, user interface design, and cartographic products. This position reports to the Asset & GIS Supervisor.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Administer, configure, maintain, and optimize the asset management and work order systems to support organizational needs.
 - Serve as the primary administrator for the asset management program, including system configuration, workflow development, user support, and process improvement.
 - Collaborate with departments to define asset management goals, performance metrics, and system usability requirements.
 - Coordinate with departments to establish and improve processes for collecting, managing, and analyzing asset data.
 - Ensure the accuracy, completeness, and reliability of asset lifecycle data, including maintenance history, inspections, and work orders.
 - Develop, implement, and maintain preventive maintenance, inspection, and task workflows.
 - Support and maintain integration between GIS and asset management systems, ensuring consistency between spatial and asset records.
 - Collaborate with GIS staff and operational teams to improve data collection workflows and system integration.
 - Provide training and end-user support for asset management software, workflows, reporting tools, and best practices.
 - Analyze asset and maintenance data and develop reports, dashboards, and analytics to support operational decision-making, budgeting, regulatory compliance, and capital planning.
 - Develop and implement standards, procedures, and quality control measures for asset data collection, management, and reporting processes.
 - Support development of maps and applications that enhance asset visibility and accessibility.
 - Perform other duties as assigned.
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Minimum Qualifications

- Associate's or Bachelor's degree in Geographic Information Systems (GIS), Geography, Computer Science, Engineering, Information Technology, or a related field.
- At least one (1) year of GIS experience using ESRI products, including ArcGIS Pro and ArcGIS Online.
- Working knowledge of one or more scripting or query languages, such as ESRI Arcade, Python, SQL, or similar.
- Working knowledge of relational databases, data management principles, and Microsoft Office applications.
- Strong written and verbal communication skills, with the ability to collaborate effectively and independently assess and interpret project needs.
- Valid Virginia driver's license.
- Experience with asset management, computerized maintenance management (CMMS), enterprise asset management (EAM), or work order management systems preferred.
- Experience with File or Enterprise Geodatabases preferred.
- Experience with ArcGIS Enterprise preferred.

Additional Information

- This position has no supervisory responsibility.
- This position typically requires working Monday through Friday from 8:00am to 5:00pm with a one (1) hour lunch break.
- This position operates within the established organizational framework of Bedford Water and is responsible for adhering to departmental reporting structures, supervisory direction, and established lines of authority.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification involves seldom physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Seldom
Up to 25	None
Up to 50	None
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	None
Work in high, precarious places	None
Toxic or caustic chemicals	None
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Low

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature