

**LOUISVILLE METROPOLITAN SEWER DISTRICT
invites applications for the position of:**



**Regulatory Compliance & Asset
Management Analyst I/II/III
(Business Analyst) Grade 16, 17, or
18**

SALARY: \$24.64 - \$43.85 Hourly
\$51,251.20 - \$91,208.00 Annually

OPENING DATE: 12/10/18

CLOSING DATE: 01/08/19 11:59 PM

JOB SUMMARY:

This position will be filled as a Regulatory Compliance & Asset Management Analyst I, II, or III based on candidate qualifications. Salary ranges are as follows:

Regulatory Compliance & Asset Management Analyst I \$51,251.20-\$77,438.40
Regulatory Compliance & Asset Management Analyst II \$55,099.20-\$83,990.40
Regulatory Compliance & Asset Management Analyst III \$59,300.80- \$91,208.00

Regulatory Compliance & Asset Management Analyst I

Maintains asset and work order business functions in MSD's asset management application. Maintains monitoring business functions in MSD's environmental data application. Performs quality control across both systems. Reports data to support MSD's asset management program and multiple regulatory programs.

Regulatory Compliance & Asset Management Analyst II

Maintains asset, work order, condition inspection, building application and license business functions in MSD's asset management application. Maintains monitoring business functions in MSD's environmental data application. Administers quality control across both systems. Reports data to support MSD's asset management program and multiple regulatory programs.

Regulatory Compliance & Asset Management Analyst III

Maintains asset, work order, condition inspection, building application and license business functions in MSD's asset management application. Maintains monitoring business functions in MSD's environmental data application. Administers quality control across both systems. Reports data to support MSD's asset management program and multiple regulatory programs.

ESSENTIAL JOB FUNCTIONS:

Regulatory Compliance & Asset Management Analyst I

Maintains and executes routine reports and monitoring processes to perform quality control of asset attributes, work order, condition assessments, and other compliance and condition data stored in MSD information systems, including but not limited to Hansen

IMS, GIS, Telog, and PI. Coordinates corrections to the data with staff across MSD when anomalies are found. Maintains and executes routine reports on information in MSD's information systems for Consent Decree, MS4, CMOM, NMC, SORP, SCAP, CSSA and other programs. Creates and maintains inspection groups and schedules for asset inspections in Hansen based on regulatory and asset maintenance requirements. Creates and maintains assets and asset groups in Hansen and coordinates creation of assets in GIS as needed. Establishes and maintains work order activities and task lists in Hansen and corresponding procedures to support corrective and preventive maintenance activities. Creates and maintains monitoring points in Telog and corresponding procedures based on regulatory and operational requirements. Tests system upgrades, work flows, interfaces and issue solutions for department-supported systems. Maintains and operates one of MSD's flood pumping stations when river conditions and the USACE manual dictates. Submits records for working files and final retention per MSD policy and procedures.

Regulatory Compliance & Asset Management Analyst II

Develops reports and monitoring processes across MSD information systems. Updates and manages data change requests in department-supported systems, from record drawings, errata, and other sources, as it relates to MSD's sewer, drainage, plant equipment and flood protection facilities. Administers GPS data collection for vital MSD assets such as floodgates, siphons, CSO outlets and air relief valves. Administers data collection to support other departments and outside contractors. Works with GIS editors to make edits based on the field-verified location information. Establishes and maintains condition inspections and observation codes in Hansen as well as corresponding procedures to support both corrective/unscheduled and preventive maintenance activities. Establishes and maintains building applications and license processes and corresponding procedures to support business requirements and regulatory compliance. Administers and supports manual data input and import to monitoring points in Telog and develops and maintains corresponding procedures. Establishes, coordinates, and supports interfaces from other MSD systems into Telog and develops and maintains corresponding procedures. Provides technical support to other MSD divisions for department-supported systems. Answers process and technical questions. Documents, updates and maintains procedures and application documentation, keeping them current with changes in technology, data and other enhancements. Maintains and operates one of MSD's flood pumping stations when river conditions and the USACE manual dictates. Submits records for working files and final retention per MSD policy and procedures. Performs duties of Regulatory Compliance and Asset Management Analyst I as needed.

Regulatory Compliance & Asset Management Analyst III

Administers condition, compliance and quality control inspections, including contract inspections, and provides feedback, analysis and reports to Engineering and Operations staff. Analyzes asset failures that result in non-compliance events. Researches and advises on an as-needed basis for internal and external customers related to MSD's construction drawings, GIS/Hansen assets, easements, and MOU interpretation. Partners with the Engineering and Operations Directors and Managers to ensure MSD is collecting and maintaining necessary information to ensure compliance for regulatory and other programmatic initiatives in Hansen and Telog. Leads needs assessments and gap analysis to promote and oversee the continued use of Hansen to establish and maintain MSD assets and support advanced asset management. Leads needs assessments and gap analysis to promote and oversee the continued use of Telog to establish and maintain MSD environmental monitoring programs and support accessible trend analysis. Assists in the selection and implementation of new information management systems to be supported by the department as required. Maintains and operates one of MSD's flood pumping stations when river conditions and the USACE manual dictates. Submits records for working files and final retention per MSD policy and procedures. Performs duties of Regulatory Compliance and Asset Management Analyst II as needed.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:

Regulatory Compliance & Asset Management Analyst I

Knowledge of quality assurance principles and techniques; knowledge of MSD procedures and methods; knowledge of the Clean Water Act and related regulations as they pertain to MSD; knowledge of CMOM and NMC programs and guidelines; knowledge of relational database management and report development; skill in utilizing Hansen, Telog, Crystal Reports, ArcGIS, Access and Visio; skill in analytical process development; skill in oral and written communication; skill in technical writing; skill in operating a PC and associated Windows environment software (e.g. Microsoft Office Suite); skill in exercising tact and diplomacy; ability to exercise judgment and discretion; ability to research problems and initiate solutions; ability to gather, analyze and interpret data; ability to read engineering drawings; ability to maintain accurate records; ability to manage multiple priorities; ability to plan and organize work effectively; ability to work in a team environment; ability to work under heavy surges in workload and deadline pressure; ability to work 24 hour emergency response, various shifts and weekends; ability to be courteous and helpful under pressure.

Regulatory Compliance & Asset Management Analyst II

Knowledge of quality assurance principles and techniques; knowledge of MSD procedures and methods; knowledge of the Clean Water Act and related regulations as they pertain to MSD; knowledge of CMOM and NMC programs and guidelines; knowledge of relational database management and report development; skill in utilizing Hansen, Telog, Crystal Reports, ArcGIS, Access and Visio; skill in analytical process development; skill in oral and written communication; skill in technical writing; skill in operating a PC and associated Windows environment software (e.g. Microsoft Office Suite); skill in exercising tact and diplomacy; ability to exercise judgment and discretion; ability to research problems and initiate solutions; ability to gather, analyze and interpret data; ability to read engineering drawings; ability to maintain accurate records; ability to manage multiple priorities; ability to plan and organize work effectively; ability to work in a team environment; ability to work under heavy surges in workload and deadline pressure; ability to work 24 hour emergency response, various shifts and weekends; ability to be courteous and helpful under pressure.

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MINIMUM REQUIREMENTS:**Regulatory Compliance & Asset Management Analyst I**

Bachelor degree in environmental science, business administration, computer science, statistics or a related field; no experience required; an equivalent combination of education and experience may be substituted. Must possess valid driver's license. Must have safe work and driving habits.

Regulatory Compliance & Asset Management Analyst II

Bachelor degree in environmental science, business administration, computer science, statistics or a related field; two or more years of related experience; an equivalent combination of education and experience may be substituted. Must obtain Pipeline Assessment Certification Program (PACP) Certification within 6 months of obtaining the position. Must possess valid driver's license. Must have safe work and driving habits.

Regulatory Compliance & Asset Management Analyst III

Bachelor degree in environmental science, business administration, computer science, statistics or a related field; five or more years of related experience; an equivalent combination of education and experience may be substituted. Must possess Certified Professional Environmental Auditor in Management Systems (CPEA-MS) certification or approved equivalent. Must obtain Pipeline Assessment Certification Program (PACP) Certification within 6 months of obtaining the position. Project Management Professional (PMP) certification preferred. Must possess valid driver's license. Must have safe work and driving habits.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.louisvillemsd.org>

700 W. Liberty Street
 Louisville, KY 40203

Position #18-122
 REGULATORY COMPLIANCE & ASSET MANAGEMENT ANALYST
 I/II/III (BUSINESS ANALYST) GRADE 16, 17, OR 18
 MF

**Regulatory Compliance & Asset Management Analyst I/II/III (Business Analyst)
 Grade 16, 17, or 18 Supplemental Questionnaire**

- * 1. What is your highest level of education completed?
- No H.S. diploma or GED
 - High School Diploma or GED
 - Some college, no degree
 - Associate Degree
 - Bachelor Degree
 - Master's Degree
 - Other Graduate Degree
- * 2. Do you have a valid driver's license?
- Yes No
- * 3. How many years of related experience do you have relevant to this position?
- None
 - Less than 3 years
 - 3 years to less than 5 years
 - 5 years to less than 9 years
 - 9 years or more
- * 4. Please describe your experience with an asset management system, work management system, or other data management system.

- * 5. Please describe your experience with quality assurance, quality control, and/or data reconciliation.

- * 6. Please describe your experience with user support, training and/or customer service.

- * 7. Please describe your technical writing experience and experience with development and execution of technical reports.

- * Required Question