

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 05/07/09	CLASS TITLE:                   Computerized Maintenance Management System Administrator	CODE: 54326
	MAJOR AGENCIES:            B C C	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Under general supervision, leads in the configuration, implementation, administration, operation, training and on-going maintenance of department's Computerized Maintenance Management System (CMMS), Oracle databases, PipeTech application and related support functions. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Implement, improve, maintain and debug applications and Oracle databases for CMMS, PipeTech and Permit system by monitoring daily system performance; act as administrator of systems; install software updates and fixes; customize computer screens and coordinate with software vendor and department maintenance/management staff regarding hardware/software problems and needs development and/or customization of system; build and modify related software rules and tables as required to ensure system functionality; establish users in systems and assign appropriate passwords and system security; provide technical assistance to users of system; train system users in software or equipment use; assist in developing procedures for optimum system utilization; ensure system backup; resolve problems using a test system; maintain related database and ensures validity of data; establish and maintain image files associated with equipment and facilities; develop and generate custom reports based on system data; operate peripheral computer equipment; setup and maintain CMMS servers; develop, write and maintain user and system documentation.</p> <p>(Performs Related Duties as Required)</p>	<p><u>Knowledge of</u> 8 (Employee Training &amp; Development)*, 9a (knowledge of relational/enterprise database structures, ), 13a (office practices and procedures), 13b (agency policies and procedures)*, 22 (electronic data processing—computer operation, personal computers), 20 (Natural Sciences – mechanical/electrical repair methods) <u>Skill in</u> 29 (equipment operation--PC); <u>Ability to</u> 30d (deal with problems involving few variables within familiar context), 30l (define problems, collect data, establish facts and draw valid conclusions), 30r (deal with many variables &amp; determine specific action (e.g., develop rule tables), 31d (calculate fractions, decimals and percentages), 32j (maintain accurate records), 32n (understand manuals &amp; verbal instructions, technical in nature), 32q (use proper research methods in gathering data), 33e (gather, collate &amp; classify information about data, people or things), 34c (cooperate with co-workers on group projects).</p> <p>(*Developed after Employment)</p>

<b>UNUSUAL WORKING CONDITIONS:</b>	<p><b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)</p> <p>Must have and maintain a State of Ohio driver's license with an acceptable driving record.</p> <p>Bachelors Degree in business, computer science, programming, engineering, mathematics or related area and 1 yr. experience in maintaining, supporting and administering enterprise relational database software applications (RDBMS);</p> <p><b>OR</b> - Associates Degree in business, computer science, programming,</p>	<b>TRAINING &amp; DEVELOPMENT:</b>
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CLASS CONCEPT

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	Develop, support and maintain a facilities/equipment replacement program; perform research on equipment/facility life expectancies using Original Equipment Manufacturer (OEM) manuals and consulting studies; assist with developing best practices; evaluate maintenance and operational costs for facilities and equipment; recommend cost reduction strategies; maintain files and records in the system; update system by uploading/downloading data or transactions from other systems or remote sites; issue preventive maintenance notices.	<u>Knowledge of</u> 8*, 9a , 13a, 13b*, 22 , <u>Skill in</u> 29; <u>Ability to</u> 30d, 30l, 30r, 31d, 32j, 32n, 32q, 33e, 34c.
3	Assist/act as limited emergency backup dealing with various technical systems when necessary; setup network infrastructure, servers and PC; support SCADA network and software; work on special assignments and projects as directed; provide assistance on a variety of project management services; develop or work with outside design firms to develop cost estimates for projects; obtain permits or installation quotations as required; perform duties associated with on-site project management during installations; handle routine customer service issues related to systems; drive to various County facilities and respond to inquiries and problems concerning related systems.  (Performs Related Duties as Required)	<u>Knowledge of</u> 13a, 13b*, <u>Skill in</u> 29; <u>Ability to</u> 30d, 30l, 31d, 32j,32q, 34c.  (*Developed after Employment)

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)  engineering, mathematics or related area and 3 yrs. experience in maintaining, supporting and administering enterprise relational database software applications (RDBMS);  <b>OR education, training and/or experience in an amount judged equal to the Minimum Class Requirements stated above.</b>	<b>TRAINING &amp; DEVELOPMENT:</b>
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