

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: March 2006	CLASS TITLE: Computerized Maintenance Management System Specialist	CODE: 54325
	MAJOR AGENCIES: BCC	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Under general supervision, leads in the implementation, operation, training and on-going maintenance of a department's Computerized Maintenance Management System (CMMS) 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>Monitors daily system performance, installs software updates and fixes, customizes computer screens and coordinates with software vendor and the department maintenance/management staff regarding hardware/software problems and needs, development and/or customization of system, builds and modifies related software rules and tables as required to ensure system functionality, establishes users in systems and assigns appropriate passwords & system security, provides technical assistance to users of system, trains system users in software or equipment use, assists in developing procedures for optimum system utilization, ensures system backup, resolves problems using a test system, maintains related database and ensures validity of data, establishes and maintains image files associated with equipment and facilities, develops and generates custom reports based on system data, operates peripheral computer equipment, develops, writes and maintains user and system documentation.</p> <p>(Performs Related Duties as Required)</p>	<p><u>Knowledge of</u> 8 (Employee Training & 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 & determine specific action (e.g., develop rule tables), 31d (calculate fractions, decimals and percentages), 32j (maintain accurate records), 32n (understand manuals & verbal instructions, technical in nature), 32q (use proper research methods in gathering data), 33e (gather, collate & classify information about data, people or things), 34c (cooperate with co-workers on group projects).</p> <p>(*Developed after Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Must have and maintain a State of Ohio driver's license with an acceptable driving record. Completion of core course work towards a Bachelors Degree in Computer Science, Engineering or Engineering Technology or a related area and one (1) year experience supporting or performing mechanical maintenance activities. OR - Associate degree in Computer Science, Engineering or Engineering	TRAINING & DEVELOPMENT:
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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	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, drives 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)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Technology or a related area and three (3) years experience supporting or performing mechanical maintenance activities. OR education, training and/or experience in an amount judged equal to the Minimum Class Requirements stated above.	TRAINING & DEVELOPMENT:
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