

## **JOB DESCRIPTION**

- CMMS Administrator
- Works under the general supervision of the Work Control Center Manager.
- Serves in the Maintenance Engineering Division of the Engineering and Maintenance Department of Ronald Reagan Washington National Airport (DCA).

Establishes, maintains and ensures consistent application of the Computerized Maintenance Management System (CMMS) procedures, security assignments and codes required to interface with maintenance, purchasing, and inventory functions at DCA. Coordinates daily CMMS operations for the Engineering and Maintenance Department. Performs related functions.

## **GENERAL RESPONSIBILITIES**

- Manages and troubleshoots the CMMS. Identifies opportunities to upgrade or replace hardware/software to meet the current and future needs of its users and management, recommends changes, and participates in the acquisition, implementation and follow-on management of purchases.
- Ensures system, software, training, and reports accurately and effectively function with the most current versions and applications. Participates in requisite CMMS training and education and keeps abreast of software changes in order to remain informed on its use and function.
- Coordinates the planning, design and establishment of data entry standards used in the CMMS. Establishes, reassigns, revises or deletes records in key data tables in response to system user requirements as applied through use of department policies and standards.
- Designs security levels for individuals and groups in accordance with the guidelines and objectives provided by the Section Manager.
- Develops and manages standards/procedures used for entering facility-wide information, and setting system defaults for each site, purchasing center, and warehouse.
- Coordinates with Engineering, Information Technology (IT), and CMMS users to facilitate the importing and exporting of equipment, inventory and other data.
- Designs and creates reports and other reporting tools used in work order and inventory analysis graphs.
- Monitors the change process for system procedures and standards. Evaluates change proposals, coordinates change development, and implements change. Develops tests and evaluates application responses to changes in operating, application, and data environments.
- Manages the establishment and use of global codes used in the CMMS.
- Coordinates with the Department's Shops in the management of facility asset records and preventative maintenance schedules. Performs periodic analysis of preventative maintenance program and presents analysis to Department Managers/Supervisors.
- Advises on and participates in the training of the CMMS users.
- Provides back-up to the Airport Work Order Desk.
- Coordinates the interface between maintenance, purchasing, and inventory to support the maintenance function including the establishment and maintenance of equipment master, labor, and inventory records.

- Serves as contracting officer's technical representative (COTR) to support the work section. Assists the Section Manager in performing periodic data quality control inspections and to produce periodic work force performance analysis reports.
- Performs other duties as assigned

### **QUALIFICATIONS**

- Nine years of progressively responsible experience in database management that includes work flow processing and configuration management, creating reports and dashboards, and training users.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

- Knowledge of, and skill in using, database management hardware and software.
- Knowledge of configuration management principles and applications and the ability to apply these principles to software applications and data structures.
- Knowledge of report writing and tools used for work order analysis and inventory analysis graphs. Knowledge of and skill in business process mapping, system analysis, and IT, in general.
- Knowledge and skill in troubleshooting system irregularities, data entry training, and setting standards for database management use.
- General knowledge of work order, purchasing, and warehousing processes.
- Ability to perform detailed analysis of data and information, and make recommendations.
- Ability to speak and write effectively, with emphasis on the ability to train system users.
- Skill in using a computer and modern office software, with emphasis on database systems.

### **PREFERRED QUALIFICATIONS**

- Experience with facility management system/software such as CMMS.
- Experience with a database reporting tool such as Crystal Reports.
- Knowledge of maintenance programs, policies/procedures.

### **EDUCATION**

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to four of the nine years of experience. For example a bachelor's degree may substitute for four years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

### **NECESSARY SPECIAL FACTORS**

- Subject to hold-over and recall on a 24-hour basis for essential services and emergencies.
- Operates vehicle airside and landside (requires AOA permit) to visit maintenance and construction sites.
- Work may require moderate lifting of objects up to 25 pounds.
- Work is typically reviewed in progress and upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.