



City of Bremerton
Asset Management Technician

SALARY	\$28.20 - \$34.50 Hourly	LOCATION	Bremerton, WA
JOB TYPE	REGULAR FULL-TIME	JOB NUMBER	2025-00019
DEPARTMENT	Finance and Administration	DIVISION	Finance
OPENING DATE	03/18/2025	CLOSING DATE	4/1/2025 5:00 PM Pacific

General Function

The salary indicated above reflects 2024 rates and includes longevity (1% earned after five years and increases to a maximum of 4% after 20 years).

Under the direction of the Asset Manager, the Asset Management Technician is responsible for providing support with the City's Cartegraph Asset Management Platform. This position is meant to provide technical assistance to Cartegraph users throughout the city, data analysis, and system maintenance as needed.

Representative Essential Duties and Responsibilities

(Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

- Maintains the data integrity of the system by performing analysis, scrubbing and general good data keeping practices such as monthly system cleanups.
- Assists with training and technical support for new and current users.
- Helps to develop processes and workflows that improve overall efficiency of data collection for field and supervisory staff.
- Coordinates with field staff and supervisors to be proactive in developing work plans, key performance indicators, cost capturing measures and other hard metrics for the purposes of planning and budgeting.
- Provides assistance in the implementation of new modules and system wide applications.
- Stays up to date with new and emerging trends within asset management by attending conferences, webinars, and trainings.
- Provides assistance in the creation of automated processes and workflows within the system.

Other Duties

- Regular attendance is required.
- Performs related work as assigned and/or required.
- This is a hybrid/flex schedule position.

Knowledge, Skills and Abilities (Entry Requirements):

Knowledge of:

- General knowledge of Computerized Maintenance Management System/Asset Management Systems
- General knowledge of spreadsheets and databases.
- Microsoft Office Suite.
- General Knowledge of process and applications that revolve around data management, integration and analysis.
- ArcGIS and related software

Skill in:

- Data analysis and management.
- Organization and prioritizing workload.

Ability to:

- Apply critical thinking to solve technical and analytical issues.
- Communicate technical concepts effectively to various work groups, both verbally and written.
- Provide excellent customer service to internal customers.
- Implement continuous improvement projects or efforts to improve how assets are managed.
- Show excellent professionalism in stress

Qualifying Education and Experience (Minimum Requirements)

Any combination of education and experience equivalent to a high school diploma or GED and a four-year degree from an accredited university in any of the following fields:

- Urban Planning
- GIS
- Business or Public Administration
- IT
- A directly related field
- One year of direct work experience can be substituted for one year of education.

In addition to 1 year of experience in analytical and/or program coordination work.

A Valid Washington State Driver's License is required and must be obtained prior to date of appointment or another date set by the City.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Working Conditions:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office environment where frequent interruptions are continuous. While performing the duties of the job, the employee may be exposed to individuals who are irate or hostile. Employee may be exposed to noise from basic office equipment operation, from outside sources, and neighboring offices. Some travel will be required.

Examination Process and Required Documents

The City of Bremerton is committed to integrating diverse perspectives into our workplace culture and encourages our employees to bring their whole, authentic selves to work. We strive to create a diverse team that allows us to effectively connect to the community we serve.

Applicants can apply on-line at <http://www.BremertonWA.gov/169/Current-Jobs>, or application packets may be obtained from the Human Resources Department, or by calling (360) 473-5348.

Required Application Materials: City application and personal résumé are required. Incomplete application packets will not be considered. Required application materials must be returned to the Human Resources Office by 5:00 p.m. on the closing date. The City of Bremerton is NOT responsible for errors of any kind with faxed or e-mailed application packets. Original signature is required on paper application forms. It is the responsibility of the applicant to carefully list all pertinent experience and training.

Important Application Note: Please **do not attach copies of certifications** to your application unless they are listed as a requirement for the position. You are welcome to **mention relevant certifications** on your resume.

Appraisal of Experience and Education/Training: At this initial review, application packets may be evaluated entirely on the basis of information you provided in the completed City application form. Applicants should include all relevant information on the City application. Applicant's education, training, and experience will be assessed. The passing score is 70%. The top qualifying candidates will be invited to participate further in the examination process. Meeting or exceeding qualifications does not guarantee the applicant will be invited to participate in the oral examination process.

Oral Examination: A panel will evaluate the applicant's training, experience, and ability to perform the job. Placement on the eligibility list is determined by weighted examination scores as follows:

Appraisal of application packet regarding Experience and Education/Training - Passing Score 70% - Weight 40% Oral Examination - Passing Score 70% - Weight 60%

Applicants must achieve a score of 70% or better on each portion of the exam in order to be placed on the hiring list.

Employee Preference: Regular City employees applying for and passing an Open Examination will have seven point five (7.5) percent of their PASSING score added to establish their final score.

Veteran's Preference: Veterans, who have passed an examination, shall be entitled to preference pursuant to Chapter 41.04 RCW.

NOTE TO APPLICANTS WITH DISABILITIES: Applicants with disabilities who will need special accommodation for examination must advise Human Resources no later than one (1) week prior to the scheduled examination so that appropriate arrangements can be made. (360) 473-5348.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: The classification is non-exempt under the laws of Fair Labor Standards Act minimum wage and overtime provisions.

Representation: The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.

Benefits

MEDICAL AND DENTAL INSURANCE

Effective the first of the month following the date of hire, regular employees are eligible for the City's medical and dental plans. Employees are also eligible for vision insurance on the first day of the month in which the third consecutive monthly premium payment is made on their behalf.

Currently, the City pays the premium for your choice of one of two health insurance plans, Kaiser Permanente or Regence HealthFirst 250 Plan. To cover dependents employee's pay 20% of the dependent premium. Dependents may be added when you are hired, within 30 days of birth or adoption, during the annual open enrollment, or if you have a qualifying event (e.g. marriage, divorce, spouse loss of job or medical coverage). Detailed coverage and rate information is available from Human Resources.

The City provides a dental plan through Washington Dental Service for employee and dependents at no cost to the employee. Dependents can be added when hired, within 30 days of birth or adoption, or at annual open enrollment.

STIPEND IN LIEU OF MEDICAL COVERAGE

An employee who waives the right to obtain medical insurance coverage through the City and who provides proof of credible coverage through his/her spouse or other source shall be entitled to receive a a monthly stipend as outlined below:

Employee Only	\$250.00
Employee & Spouse	\$300.00
Employee, Spouse & 1 Dependent	\$350.00
Employee, Spouse & 2 Dependents	\$400.00
Employee & 1 Dependent	\$300.00
Employee & 2 Dependents	\$350.00

Employees are required to notify Human Resources, in writing, of their desire to waive medical coverage.

TEAMSTERS WELFARE TRUST VISION BENEFIT PLAN

Eligible candidates must participate. See Summary Plan Description for details.

LIFE INSURANCE

Life Insurance is available at the employee's expense in amounts from \$10,000 to \$500,000. You may enroll when hired or at annual open enrollment.

VOLUNTARY LONG-TERM DISABILITY (LTD)

LTD coverage is available at the employee's expense. LTD will pay you up to 60% of your salary if you become disabled for more than 90 days due to the same or a related sickness or injury, which must be accumulated within a 180 day period.

RETIREMENT

The City provides a comprehensive retirement program through the Public Employment Retirement System (PERS) or Public Safety Employees Retirement System (PSERS). If you have an account established in PERS prior to October 1, 1977, Plan 1 would apply or after October 1, 1977, Plan 2 would apply. Effective September 1, 2002, you have the option of Plan 2 or Plan 3. You have 90 days from your employment date to choose between Plan 2 and Plan 3. If you have not decided within 90 days of employment, you will automatically be enrolled in Plan 3, Option A, at 5%. PSERS Plan 2 was created by the 2004 Legislature for certain public employees whose jobs contain a high degree of physical risk to their own personal safety.

Employees hired into eligible PSERS positions on or after July 1, 2006 will automatically become members of PSERS.

The PERS plans 1 and 2 are defined benefit plans to be taken when you qualify for retirement. Service credit and average final compensation with a minimum of 5 years service for vesting determine the amount of the benefit. Plan 3 is a combination of defined benefit plan and a defined contribution plan. See your plan booklets for further information

DEFERRED COMPENSATION

You may choose from three different plans. You may contribute with a minimum of \$30 per month and a maximum annual contribution of \$23,000.

For additional benefit information, click [here](#).

Equal Employment Opportunity Statement

It is the policy of the City of Bremerton to offer equal employment opportunity to all individuals. The City of Bremerton will administer all actions with respect to employment practices in compliance with federal, state and local laws, and will not discriminate in any employment practice on the basis of age (40+), sex, race, creed, color, national origin, sexual orientation/gender identity, marital status, military status, or the presence of any physical, mental or sensory disability.

ADA Statement

The City of Bremerton does not discriminate on the basis of disability in programs and activities, which it operates pursuant to the requirements of the Americans with Disabilities Act of 1990, and ADA Amendments Act. This policy extends to both employment and admission to participation in the programs, services and activities of the City of Bremerton. Reasonable accommodation for employees or applicants for employment will be provided.

The City of Bremerton is proud to be an Equal Employment Opportunity Employer committed to a diverse workforce.

Employer

City of Bremerton

Address

345 6th Street, Suite 100
Bremerton, Washington, 98337

Phone

360-473-5846

Website

<http://www.ci.bremerton.wa.us>