



T-TSA Memo

Date: December 23, 2020
To: All Staff and General Public
From: Vicky Lufrano, Human Resources Administrator
RE: Job Posting for CMMS-GIS Technician

CMMS-GIS Technician

T-TSA is seeking an individual eager to consistently support and adhere to Agency Core Values and is a demonstrated team-player. This position performs a variety of technical duties in the development, implementation and maintenance of the Agency's Computerized Maintenance Management System (CMMS) and Geographic Information System (GIS) for the management of assets and work operations.

The CMMS-GIS Technician Reports directly to, and receives general supervision from the Maintenance Department Manager.

Performs technical duties involving the maintenance and implementation of the Agency's CMMS; coordinates updates and revisions to the CMMS. Coordinates with vendors, consultants, and internal departments to gather asset information and develops a comprehensive database as the foundation for the CMMS. Ensures the proper creation of new asset entries and modifies asset characteristics. Participates in the development of procedures to collect and maintain data records, including assignment of asset codes, asset data catalogs, and population of life cycle costs, timing and criticalities. Reviews Work Orders and Service Requests to ensure quality of work flow and provides necessary reviews, comments, training and/or corrections to situations as needed; creates and maintains employee accounts in CMMS. Works with internal departments to incorporate preventative and recurring maintenance activities into the CMMS. Guides the development of tailored and standardized reporting structures within the CMMS program as needed to provide quantifiable performance metrics and other related statistics. Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public. Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

T-TSA has a very competitive employee benefit package which includes participation in CalPERS retirement; 100% of Medical/Dental premiums for employees and dependents are paid by the Agency; Vision insurance is Agency funded; Premium paid for employee life insurance; Thirteen (13) paid holidays; Health Reimbursement Arrangement (HRA); vacation and sick leave benefits; and more.

Open Date: 12/21/2020

Close Date: 01/24/2021

Pay Range: \$32.06 – \$40.91/hour non-exempt (DOE).

Interested applicants are encouraged to apply by submitting an application, resume, and cover letter to Vicky Lufrano at vlufrano@ttsa.net by end of close date. Please specify "CMMS-GIS Technician" in the subject title of the email. A complete job description and application can be downloaded from our website at www.ttsa.net/job-openings.