

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Enterprise Asset Management Administrator

Reports to: Principal Airport Planner

Status: Exempt

Pay: \$125,000 - \$135,000/year

Schedule: 9/80 (every other Friday off)

General Description:

The Enterprise Asset Management (EAM) Administrator will support development and implementation of the airport's strategic asset management program, serving as the primary administrator of the airport's Enterprise Asset Management (EAM) system. The selected individual will act as liaison and provide coordination between key airport stakeholders, including but not limited to Planning, Maintenance, Engineering and Project Delivery, Operations, Environmental, Business and Properties, Safety Management System, and Finance teams. The position would ensure that intercommunications are established and maintained with key stakeholders in order to secure mutual understanding, unity of action, and effective implementation of the strategic asset management program.

Essential Job Functions:

Typical Tasks

- Lead the development and implementation of strategic asset management program, including assets from the Airport's most recent \$1.3B Replacement Passenger Terminal (RPT) program and its subsequent renewal and replacement of the facilities and all other existing assets.
- Serve as EAM Administrator, providing guidance, oversight and coordination of technical staff, consultants, contractors, and committees/teams to ensure the delivery of key elements of the asset management program, to achieve strategic goals for EAM.
- Responsible for developing, organizing and managing warranties for all assets being turned over from capital program.
- Ensure Airport receives final project deliverables for all assets that are maintainable and operable. (i.e. O&M manuals, warranty details, spare part list, as-builts).
- On boarding all new assets into the EAM.
- Oversee the creation of preventive maintenance programs, job plans and bill of materials for all on boarded assets.
- Ensure complete, accurate and up-to-date asset information, performing regular data validation.
- Provide technical asset management expertise for key stakeholders.
- Participate in regular management meetings to keep team informed of asset management program.

- Develop and adhere to Asset Management policies and procedures, ensuring records are kept up to date and easily accessible by all stakeholders
- Provide key resources to provide input to Airport Design Standards from a Total Cost of Ownership and Reliability perspective
- Develop Key Performance Metrics (KPIs) and performance targets and perform data analytics tasks to report those to management team on regular basis
- Perform failure mode and root cause analysis to evaluate problem causes and remedies on assets
- Liaise with airport management and maintenance staff on a regular basis to identify and implement process improvement initiatives
- Perform other duties as assigned.

Minimum Qualifications:

Employment Standards

- Bachelor's degree from an accredited University or College in Facilities Management, Construction Management, Business, or a related field
- Minimum of 5 years experience in facilities maintenance, asset management and/or construction operations
- Experience in the use of EAM systems, with familiarity with, or an ability to become familiar with, the EAM system chosen for use by the airport.
- Ability to provide system-level administrative organization for EAM systems with independent judgement.
- Working familiarity with ESRI ArcGIS Pro and ability to manage feature class interoperability within EAM systems.
- Must have strong work ethic, good organizational skills, ability to work in a fast-past environment, and prioritize multiple tasks. This position will work with all levels of employees, departments, and contractors, and candidate must have strong ability to work collaboratively in a team setting.
- Excellent written and oral communication skills and work well under little or no supervision
- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations.
- Prior airport experience a plus
- Certification from Institute of Asset Management a plus

Supplemental Information:

Knowledge of:

- RS Means and/or other similar cost estimating methods to develop replacement costs for assets
- Common building systems such as HVAC, electrical, plumbing and other airport specific systems
- Airport asset classes, and/or industry standard classification systems such as OmniClass, Unifomat, and Masterformat.
- Proficiency in Microsoft Office Suite

Ability to:

- Read and interpret complex technical documents.
- Effectively communicate orally or in writing.
- Exercise best judgement and considerable discretion to address challenges.
- Foster collaboration and cross coordination among project stakeholders.

- Operate motor vehicles, walk around construction sites, handle exposure to weather conditions, use of personal protective equipment and hand and arm dexterity to operate computers, printers, and telephones.
- May be required to work outdoors, when necessary.

Interested applicants may apply by copying the link below into your internet browser and completing the online assessments:

<https://www.ondemandassessment.com/o/JB-R2674H70X/landing?source=HB-Website>