

City of Columbus- Department of Public Utilities

Division of Sewers and Drains- Jackson Pike Wastewater Treatment Plant
Management Analyst II Position

This position will be responsible for managing the storeroom functions, assisting in budget development, analyzing administrative Computerized Maintenance Management System (CMMS) functions, preparing financial and tracking reports for Management and conducting evaluations of various Plant functions to improve productivity. Develop, update and analyze various fiscal, operational, and maintenance reports and provide updates to staff periodically. Coordinate CMMS program updates due to new or additional equipment and/or process changes, prepare comprehensive financial, statistical, technical and narrative reports. Review and coordinate disposal of obsolete inventory, provide daily CMMS work orders and tracking of closeout work orders and maintain technical Operation and Maintenance library and assist Maintenance staff and other City agencies in locating archive data.

To be considered for this position, candidates must possess a bachelor's degree and four (4) years of professional experience researching, analyzing, and making recommendations OR providing consultation to management on fiscal or operational matters, or matters pertaining to public or business administration. Substitution(s): A master's degree may be substituted for one (1) year of the required experience. Salary range: \$64,839 - \$97,235 annually.

If you are interested, please apply to the Civil Service Commission by applying online at <https://www.governmentjobs.com/careers/columbusoh> by 03/30/2021. You may also apply by email: DPURecruitment@columbus.gov, fax: 614-645-0050, or by mail to the Recruitment & Selection Office, Attn.: Jessie McCabe, 910 Dublin Rd. Rm. 4150, Columbus, Ohio 43215.

Pre-employment drug screening and BCI& I background check are required if selected.

The City of Columbus is an equal opportunity employer.