



**Asset Management Coordinator
Lindsay, Ontario**

The City of Kawartha Lakes is a growing municipality in the Lindsay area providing municipal services to its 75,000+ residents and seasonal guests. The City of Kawartha Lakes is one of the largest employers in the area with a large variety of professionals in its employ. Incorporated in 2001 as a single-tier municipality, the City of Kawartha Lakes is a young organization providing opportunity for growth and learning.

Job Description: Under the direction of the Manager, Corporate Assets, this position will be responsible for the following:

- Lead the development and implementation of an integrated asset management and capital planning program for relevant assets on which asset management plans, long-term financial plans and related studies, plans and reports can be based
- Lead the preparation and implementation of water/wastewater capacity studies, environmental assessments, engineering studies and related (e.g. inflow and infiltration) studies, plans and reports
- Assist with the preparation and implementation of asset management plans, energy management plans, development charge studies, capital charge studies and related studies, plans and reports
- Ensure compliance with applicable legislation, such as the Infrastructure for Jobs and Prosperity Act, Development Charges Act, Municipal Act, Green Energy Act, Safe Drinking Water Act, Environmental Protection Act and Construction Lien Act
- Maintain the relevant parts of the asset registry through field inspections, asset data collection and proficient use of the City's asset management software systems (e.g. CityWide, GIS, SCADA, Excel etc.)
- Collect, compile and analyze asset-related data in an efficient and effective manner
- Lead the development and implementation of a program dedicated to ascertaining and recording the performance, condition and risk of capital assets, utilizing inspections, engineering assessments, software systems and instrumentation (e.g. SCADA) where applicable
- Conduct or provide for inspections and assessments of relevant assets and infrastructure systems
- Determine lifecycle and expansionary capital needs and develop proposed annual capital budgets
- With respect to water and wastewater systems and with the aid of modelling software (e.g. Bentley SewerGems and WaterGems), perform system capacity and performance analyses, determine the infrastructure impacts and needs of proposed/forecasted growth and development and liaise with Development Engineering Division and Planning Division
- Manage operating and capital projects as assigned
- Assist with the preparation of capital grant applications
- Provide input to Treasury Division for the purpose of meeting Public Sector Accounting Board standards, Financial Information Return requirements, capital grant reporting requirements and other similar reporting requirements
- Research and prepare engineering reports, technical memoranda, Council reports and other divisional correspondence
- Perform informative reviews of engineering-related assessments, studies, plans, drawings, materials, proposals, agreements, reports and similar documents
- Remain abreast of industry developments and best practices through research, networking, training and other initiatives
- Liaise with engineering consultants and other external personnel as directed
- Identify, develop and recommend process improvements and industry best practices
- Ensure compliance with corporate policies, management directives and procedures
- Occasional travel to various work locations is required to fulfill the job duties of the position
- Perform other related duties as assigned

Requirements and Qualifications:

- Post-secondary diploma in Civil Engineering or a related field



- Minimum 5 years of progressive engineering experience, preferably in the municipal sector
- Minimum 3 years of experience in the management of water, wastewater and solid waste assets
- Thorough knowledge of the Safe Drinking Water Act, Environmental Protection Act and Construction Lien Act as they relate to the management of water, wastewater and solid waste assets and capital projects, and working knowledge of other applicable legislation and regulations
- Possess or be eligible for a Professional Engineer (P.Eng.) designation through the Professional Engineers Ontario (PEO) or a Certified Engineering Technician (CET) designation through the Ontario Association of Certified Technicians and Technologists (OACETT)
- Operator-in-Training (OIT) certification in all four disciplines (Water Treatment, Water Distribution/Supply, Wastewater Treatment and Wastewater Collection), or a more advanced certification, through the Ontario Water Wastewater Certification Office (OWWCO)
- An Institute for Asset Management (IAM) or similar designation or willingness to obtain
- Thorough knowledge of applicable policies, procedures and legislation related to civil engineering.
- Demonstrated ability to source and implement innovative solutions to asset management and capital planning challenges
- Thorough knowledge of water and wastewater infrastructure performance assessment, and an understanding of the methodologies, equipment and instrumentation used for field data collection and monitoring
- Demonstrated ability to manage projects and data efficiently and effectively
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately and treat sensitive situations with the appropriate degree of tact and discretion
- Demonstrated customer-service and interpersonal skills at a level to develop and maintain cooperative/collaborative working relationships both within and outside the organization
- Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to dynamically manage multiple demands
- Excellent written and oral communication skills with attention to detail, accuracy and precision
- Excellent organizational and administrative skills with the ability to work independently and in a team environment
- Strong and effective combination of initiative, motivation and independence
- Demonstrated ability to make decisions confidently and take on the role of a team leader
- Demonstrated ability to understand and abide by corporate policies and procedures
- Demonstrated proficiency in numeracy, data management, literacy and report writing
- Demonstrated ability to think through problems logically and analytically, and develop effective solutions
- Demonstrated ability to conduct effective research, asset assessments and infrastructure modelling
- Demonstrated proficiency in Microsoft Office, the internet, Bentley SewerGEMS and WaterGEMS and related software
- Upon a conditional offer of employment, a Criminal Record Check will be required

Hourly rate of pay: \$31.46 - \$38.59

How to Apply: Applications may be submitted by email no later than **September 22, 2017 at 4:00 p.m. quoting Job #17-136 to:**

Human Resources Officer
City of Kawartha Lakes
28 Francis Street, P.O. Box 9000, Lindsay, ON K9V 5R8
Email: jobs@kawarthalakes.ca



We appreciate the interest of all applicants; however only those selected for interviews will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.