



The Township of Oro-Medonte
requires a
Asset Management Coordinator - Contract

The Township is currently seeking an experienced professional, with the knowledge, skills, and abilities to fill a one (1) year contract for the role of **Asset Management Coordinator**.

The Asset Management Coordinator is responsible for collecting, organizing, recording, and analyzing data to support planning and implementation of the asset management program and to provide direction to the Finance and Procurement Analyst in relation to asset management duties. The successful applicant will coordinate the development of an asset inventory/database that includes integration with Geographic Information Systems (GIS), validate and record condition assessments, life cycle analysis, and develop service level standards. In addition, the successful candidate will work with internal and external resources to manage project timelines, work plans and outcomes, report data collection and analysis, use outfield surveys for data collection and provide supporting financial information to internal departments.

The applicant must have a University Degree or three (3) year College Diploma in Business, Finance, Commerce, Civil or Mechanical Engineering or related discipline, along with a minimum of three (3) years' related experience in an asset/infrastructure management field, preferably in a municipal environment. Certified in Asset Management or Project Management Professional Designation (PMP) would be considered an asset. The position requires the applicant to have knowledge and experience with asset management legislation, plan development, computerized accounting systems, GIS applications and asset management software. In addition, the applicant must have exceptional customer service, interpersonal, public relations, project/time management, analytical, communication, record keeping, problem-solving and report-writing/evaluation skills, and the ability to deal courteously and effectively with elected officials, the public/residents, staff, and other departmental/corporate contacts.

The successful candidate must be able to provide a Criminal Reference Check satisfactory to the Township and is required to hold and maintain a valid class G license with a satisfactory driving record.

This full-time contract bargaining unit excluded position offers a salary commensurate with experience and education (2024 Salary Range \$78,409 to \$95,306). Individuals having these qualifications are encouraged to **submit a resume and letter of application by 12:00 noon, Friday May 17, 2024, via the link below.**

[Apply Now!](#)

The Township of Oro-Medonte is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to The Director, Human Resources.

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