

# THE CORPORATION OF THE TOWN OF INGERSOLL

Invites applications for the position of

## Asset Management Coordinator (Repost)



Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at [www.ingersoll.ca](http://www.ingersoll.ca).

**Position Overview:** Reporting to the Director of Operations, Development and Infrastructure, the Asset Management Coordinator leads the development and ongoing maintenance of corporate asset management program including updating the asset database, GIS related data, acquiring relevant field data and supporting Finance department in PSAB related entries in a timely fashion. Carries out field surveys for data collection and oversees/coordinates data/information collection from other various departments for coordinated and integrated maintenance of Asset Management.

- Assist with the development and ongoing maintenance of corporate asset management program. Review the long-term asset management strategies, risk matrixes and levels of service
- Obtain input and requirements from other staff to maintain currency and relevance of the database.
- Working with staff to produce maps & develop asset profiles to assist Treasury with annual budgeting.
- Defining/updating asset condition and performance criteria as required to provide effective service delivery.
- Preparing, calculating and updating cost investment in infrastructure from various sources such as engineering payment certificates and other sources from Finance and other departments.
- Receiving, reviewing and updating data related to new asset purchases or disposal including attaching relevant source documents where needed.
- Compiling data and preparing reports for Provincial Infrastructure reports as required.
- Receiving information from, providing information to, and in general, coordinating with Oxford County in preparing/updating maps related to infrastructure, land improvements, facilities and other related elements.
- Keeping an up-to-date inventory of municipal infrastructure assets, as required, including physical verification, counting, numbering, assessing condition and record keeping for asset management information system.
- Any other duties as assigned by supervisor, as required.

**Qualifications:** Applicants should possess relevant and progressive experience, ideally obtained in a Municipal/Government setting. Our ideal applicant possesses:

- Post-secondary College diploma/certification in GIS, Asset Management or equivalent. Experience or diploma/certification in engineering will be an asset but is not essential.
- 2 to 3 years related experience in asset management and GIS, preferably in a government/institutional setting
- Advanced communication, written, verbal, interpersonal and tactful negotiation skills.
- Proficiency in Microsoft Office products, Word, Excel, Access and GIS software applications.
- Capable of field surveys for collecting data for GIS and Asset Management purposes, when required to do so.
- First Aid/CPR
- Knowledge of PSAB requirements would be an added asset
- Must possess a valid class G Province of Ontario driver's license

### Benefits

We offer a competitive salary range of \$52, 998.40 – \$61, 989.20 yearly (based on 35 hours/week), plus a comprehensive benefits package.

Interested applicants are requested to submit their resume to the attention of the HR Coordinator as soon as possible and no later than **Friday, August 13, 2021** at 4:30 pm.

**Monique Donmoyer**

**Human Resources**

**Town of Ingersoll**

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***The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process. While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.***