

## Analyst - Corporate Asset Management

When you join the City of Guelph, you join a team of 2000 full and part-time employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment.

As a regional top employer, the City of Guelph values its employees and offers competitive salaries, excellent benefit packages, opportunities for professional development, a healthy work-life balance, and many roles with flexible work options. Our corporate values are integrity, service, inclusion, wellness, and learning. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

### The Opportunity

Resumes are being accepted for the temporary position of Analyst - Corporate Asset Management within the Engineering and Transportation Services Department. Reporting to the Manager of Corporate Asset and Project Management (CAPM), the Analyst - Corporate Asset Management will be responsible for supporting the Corporate Asset Management Team and the City's long-term strategic and operational goals. In collaboration with the CAPM team and other stakeholders the incumbent will be responsible for developing asset management plans and strategies related to the city's infrastructure.

Guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected and prosperous city.

### Your role

- Contribute to the development of City infrastructure Asset Management Plans in alignment with other strategic plans and long-term goals
- Collaborating with staff in other City departments to develop decision making frameworks, business processes and tools that support capital, operational and maintenance budgets with an emphasis on risk analysis, levels of service analysis and whole life cost analysis for infrastructure assets
- Document current asset management processes, including gathering information and input from stakeholders
- Support the implementation of asset information management technology and data strategies such as enterprise asset management systems, computerized maintenance management systems, GIS, advanced asset collection and assessment tools or similar
- Prepare and present asset management plans, analysis reports recommendations supporting the preparation of capital, operating or maintenance budgets, or other types of documents to

internal stakeholders

- Build and maintain corporate asset inventories and databases
- Conduct detailed analysis and forecasting on infrastructure deterioration, risk profiles, and levels of service
- Conduct financial analysis activities that include but are not limited to the development of asset replacement and intervention costs, short and long range investment forecasts, and lifecycle cost analysis
- Develop tools and spreadsheet models for the simulation and analysis of complex asset condition and investment scenarios
- Support the development of a robust, transparent and defensible capital investment plan across all City service areas with consideration of level of service targets, asset performance and risk assessments
- Provide support to departmental capital budgeting process
- Prepare and facilitate presentations, workshops or other training activities related to asset management initiatives to internal and external stakeholder groups including City management and Council
- Prepare documents such as technical reports, work plans, business cases, and contract terms of reference or scopes of work
- Build and maintain positive working relationships with co-workers, other City staff and the public using principles of good customer service.
- Respond to inquiries from members of the public
- Other related duties as assigned.

## Qualifications

- Considerable experience related to the duties listed above, accompanied by post-secondary education in Engineering, Infrastructure Asset Management or related. Candidates with an equivalent education and experience may be considered
- Practical experience in municipal infrastructure asset management is preferred
- A recognized Professional certificate in Asset Management is an asset
- Good knowledge of condition assessment, inspection, maintenance, rehabilitation and reconstruction techniques for linear and vertical infrastructure types of assets that are managed by the City of Guelph including: roads and structures, water, wastewater, stormwater, emergency services, parks and recreation, various types of building facilities, natural assets or others.
- Knowledge of and experience using asset management industry standards and best practices such as O.Reg 588/17, ISO-55000/55001/55002, IAM, IPWEA, IIMM or similar with emphasis on lifecycle costing, risk assessment, condition assessment, infrastructure whole life costing and establishing priorities
- Experience supporting the development of capital, maintenance and operating budgets
- Experience managing third party consultants, preparing contract terms of reference and/or requests for proposals. Ability to interpret third party engineering reports and studies and summarize findings to stakeholders
- Proven ability to develop and maintain infrastructure inventory databases including work-flow processes and tools to maintain data currency
- Excellent interpersonal skills, with the ability communicate with a range of stakeholders on a variety of issues and a demonstrated ability to develop collaborative partnerships on all matters relating to asset management
- Experience working with multi-disciplinary team

- Proficient with MS Excel, MS Word and other MS Office tools
- Experience with VBA scripting and table analysis is an asset
- Knowledge of and working experience with Enterprise Asset Management (EAM) systems, computerized maintenance (CMMS) / work order management systems, Geographic Information Systems (GIS) and database application development
- Must possess a valid G driver's licence and have a good driving record. The successful candidate will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.

## Rate

\$42.64 – \$53.30 per hour

## How to apply

Qualified applicants are invited to apply using our **online** application system by **May 22, 2022**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer that values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.