

Asset Management Specialist

Finance and Business Services

Job Description:

Reporting to the Manager of Revenue and Financial Planning, the Asset Management Specialist is responsible for the development and implementation of the Municipality's asset management strategy framework and plan including the asset inspection/condition assessment, data analysis, assets performance monitoring, evaluation and reporting, deterioration pattern and lifecycle cost analysis for all municipal assets as required by Ontario legislation. This position will be required to work closely with internal and external resources to establish and realize the objectives identified in the Municipality's asset management roadmap.

Specific Duties:

1. Develop the Municipality's Asset Management Plan in compliance with Provincial legislation.
2. Identify existing and future infrastructure rehabilitation and replacement needs using methodologies, calculations, and formulas, priority rankings, condition ratings, level of risk, and level of service, key performance indicators, maintenance records, decision models and life cycle evaluation.
3. Assist with the development of one, five, and ten-year plans and budget forecasts for the preservation and rehabilitation of assets.
4. Provide recommendations to enhance change and/or update asset management programs as technologies, regulations, and budgets evolve.
5. Manage the study, evaluation, analysis and projection of the Municipality's future requirements of municipal infrastructure in order to provide required levels of service to the public, including the development of infrastructure life-cycle analysis and capacity analysis.
6. Work collaboratively with various Municipal staff to implement and update the strategic asset management policy and oversees the preparation of the strategic asset management plans as required by legislation.
7. Determine through technical analysis, regulation and public input, levels of service and risk.
8. Prepare internal and external reports as required including reports to Council.
9. Work closely with the Financial Analyst and other municipal staff.
10. Analyze internal processes, undertake research, prepare recommendations and implement special projects as required. This includes an ongoing review of various analytical systems and software to identify and implement improvements and efficiencies.
11. Share knowledge with staff at varying levels within the organization on concepts and systems to foster an improved understanding of asset management.
12. Comply with the Occupational Health and Safety Act, applicable legislation as well as the Municipality's Health and Safety Program.
13. Other duties as assigned.

Qualifications:

- Must have post-secondary education in Civil Engineering, Business, Finance, or related discipline, or equivalent education.
- Must have a minimum five years' related work experience in municipal organization.
- Must have a thorough knowledge of municipal operations and capital infrastructure planning.
- Must be knowledgeable and understand software applications for municipal asset management systems.
- Demonstrated project management skills.
- Excellent organizational, analytical, decision-making and problem-solving skills.
- Excellent verbal and written communication skills with relationship building and engagement skills.
- Ability to liaise with various municipal departments and influence decisions related to rehabilitation and capital planning.
- Flexibility and a commitment to adapt to evolving and emerging technologies and changing practices and regulations.
- Experience and knowledge to self-manage, multi-task, prioritize and work with minimal supervision on higher priority projects.
- Certification in Asset Management (through Ontario Good Roads Association and/or The Institute of Asset Management) would be considered an asset.
- Experience with CityWide Asset Manager would be considered an asset.

- Extensive knowledge of Microsoft Office products.
- Knowledge and experience with grant applications including the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program Grant would be considered an asset.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.

Hours of Work:

35 hours per week, in an office environment. Some travel and attendance at evening meetings is required.

Employee Group:

Salaried, Non-Union.

Salary Range:

\$75,904.90 to \$88,798.00 annually (2022 Rates). A comprehensive benefits packages included.

Closing Date:

Applications must be received by 11:59 PM, Sunday, May 15, 2022.

How to Apply:

Interested candidates must apply online, at our website, www.learmington.ca/careers

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

Note: The Municipality of Leamington's health and safety standard requires all employees to have received at least two doses of the COVID-19 vaccine at least two weeks prior to entering or attending the workplace.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761