

About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. **#BeTheReason**

JOB POSTING

JOB ID #: 20225

Program Analyst - Corporate Asset Management

Public Works / Corporate Asset Management
100 King Street West

NUMBER OF VACANCIES: 2 Full-Time Temporary

UNION/NON-UNION: Non Union Mgmt Professional

HOURS OF WORK: 35.00 per week

GRADE: 6

SALARY/HOUR: \$50.654 - \$59.242 per hour

Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Full-Time Temporary (for up to 24 months)

JOB DESCRIPTION ID #: 7528

VACCINE VERIFICATION - As a condition of employment, you are required to provide proof that you are fully vaccinated, or provide proof of valid exemption, satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

SUMMARY OF DUTIES

Reporting to the Senior Analyst - Asset Management, the Program Analyst – Asset Management is responsible for supporting the engagement of asset owners from across the organization on the evolution of managing all corporate assets cohesively, with the goal of following industry best practice related to asset management. This role supports the planning and performance of operational reviews systems reviews, financial and special reviews specific to asset management. The role will also be responsible for the preparation of detailed analyses related to corporate asset management activities, such as level of service, risk management and lifecycle management.

GENERAL DUTIES

Under the general direction of the Senior Program Analyst – Asset Management, support operational, systems and special reviews related to corporate asset management that includes the following:

Participate in the development of the Corporate Asset Management Plan and individual plans by asset category.

Complete lifecycle cost analyses, modifying as appropriate for decisions made regarding levels of service and risk.

Complete analyses of asset productivity and performance based upon available funding, risk and need.

Support informed decision making and planning with respect to sustainable levels of service, optimization of corporate assets while minimizing lifecycle costs and risk.

Support building consensus amongst asset owners across the corporation, encouraging collaboration.

Monitor the implementation of process improvements and ensure that implementation issues are identified to leadership. Recommend solutions.

Participate in Corporate Committees as required such as the Asset Owner Team and implementation task teams as part of the asset management development process.

Assist in the delivery of training to staff, as required, in the performance of asset management and other reviews.

Reporting:

Support the provision of updates at regular intervals as required by Ontario asset management regulation O.Reg 588/17, or as requested by Council or senior leadership. Support the preparation of reports detailing the work performed, findings or conclusions and appropriate recommendations.

General Activities:

Monitor asset management and technology research, trends and developments with a focus on making recommendations to improve corporate asset management processes and practices.

Monitor and examine market conditions and emerging trends that impact the Municipal sector.

Ensures compliance with Provincial and Federal statutes and regulations and Municipal bylaws and policies.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Significant experience related to the duties outlined above, normally accompanied by a University Degree in Engineering, Planning, Commerce, Finance, Business, Economics or related field or an equivalent combination of education and relevant work experience or by successfully completing a College Diploma in the mentioned fields plus progressive relevant work experience.

2. Membership in a related professional association or certification in a related area.

3. Experience in public infrastructure asset management, including industry best practices. Familiarity with ISO 5500 and Ontario Regulation 588/17 is required.

4. Experience in physical asset management (linear and vertical), project management and the development of prioritized, evidence-based capital, operational and maintenance budgets via asset level condition, risk and performance condition.

5. Proven ability to lead or function as a member of a team and build consensus amongst diverse cross-boundary teams. Strong conflict resolution, negotiation, mediation and facilitation skills.

6. Knowledge and understanding of business planning and budget preparation.

7. Must possess excellent interpersonal skills, with the ability to communicate effectively both verbally and in writing with a diverse group of stakeholders on a variety of issues.

8. Demonstrated ability to deal effectively with asset owners, peers, staff and the general public. Well-developed presentation skills with the ability to articulate messages clearly and effectively to a variety of audiences

9. Strong organization skills and excellent analytical and problem-solving skills.

10. Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to results.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply on or before: Wednesday, March 22, 2023 at 11:59pm at www.hamilton.ca/careers and reference Job ID: 20225.