

Position Posting

Asset Management Coordinator


(1 Position Available)



LLOYDMINSTER

Term of Employment:	Full-time, Continuing
Rate of Pay:	Band 8: \$45.61 - \$49.96 per hour (<i>Subject to CUPE 1015 Agreement</i>)
Location:	Operations
Duties:	<p>Reporting to the Director, Planning & Engineering, the Asset Management Coordinator is responsible for the development and support of asset management strategies, practices, concepts, research, and development of corresponding policies and procedures. This position is responsible for developing and implementing the City of Lloydminster's (City) asset management strategy and supporting departments in the development of sustainable delivery processes to improve asset management practices across the organization.</p> <p>Duties & Responsibilities</p> <p>Duties</p> <ul style="list-style-type: none">• Maintain the City's asset management in accordance with the City's Asset Management (AM) Policy.• Developing, facilitating, and leading practices across all departments related to the implementation of best practice asset management tools and approaches.• Developing a centralized approach to managing corporate AM data.• Responsible for the implementation of activities of the City's AM framework.• Supporting the implementation of the AM strategy, roadmap and plan framework and reporting on progress to the AM Steering Committee on the roadmap and readiness scale.• Facilitating the development and implementation of reports and interface with programs using various software, understanding GIS data systems necessary to support asset management software.• Facilitating the communication process as it relates to asset management for internal and external stakeholders.• Providing, in cooperation with management and staff, technical training on asset management best practices and the use of interface programs using various software.• Attending and participating in professional group meetings, staying abreast of new trends and innovation in the field of municipal asset management.• Participating in AM Steering Committee meetings and facilitating Working Group meetings.• Providing recommendations to the AM Steering Committee to continually evolve the role and improve the program.• Providing information, recommendations, and decisions in the form of reports and presentations.

	<ul style="list-style-type: none"> Leading stakeholders through the development and implementation of asset management processes such as policy, strategy, levels of service, risk management, and lifecycle analysis. Supporting staff in determining the current condition and value of assets as well as assessing future replacement, rehabilitation, or maintenance costs. Participating in the development of annual asset management plans. <p>Other</p> <ul style="list-style-type: none"> Ability to effectively present ideas in user-friendly language to non-technical staff and end users. Performs other related duties as required.
Schedule:	The position is office based. Normal working hours are 8:00 a.m. – 5:00 p.m. with the occasional requirement to work outside these standard hours.
Qualifications:	<ul style="list-style-type: none"> University Degree in Business Administration, Commerce, Economics, Engineering, Public Administration, or other related discipline from a recognized institution. Three- to five-years of progressive experience in municipal asset management, or related experience in public/private sector asset management. Certificate in Asset Management or equivalent, considered an asset. Working knowledge of Canadian and international asset management standards and best practices with focus on the municipal sector. Ability to troubleshoot with appropriate decision-making abilities. High level of initiative, resourcefulness, and ability to work independently. Requires excellent collaborative skills. Project management experience and strong research skills. Experience motivating a diverse staff of professionals. Excellent written and oral communication skills. High level of computer literacy. A valid Class 5 Driver's License registered in Alberta or Saskatchewan with an acceptable Driver's Abstract is required. This position may be required to operate a personal or municipal vehicle for business purposes.
Pre-Employment Requirements:	<ul style="list-style-type: none"> Satisfactory Criminal Record Check Successful applicant must provide proof of qualifications. Applicants with international education will be required to include an Academic Credential Assessment with application.
Closing Date:	April 26, 2023
Posting Type:	Internal & External

Application Information:	<p>The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date.</p> <p><u>Victoria Macvarish</u> HR Generalist, Employee Relations City of Lloydminster 4420-50 Avenue Lloydminster AB/SK T9V 0W2 Phone: 780-875-6184 Internal Candidate Email: employeerelations@lloydminster.ca External Candidates Apply at: www.lloydminster.ca/jobs</p>
Posted By:	 <hr/> Kara Farrell Posting Date: March 6, 2023