

EMPLOYMENT OPPORTUNITY

The Municipality of Port Hope is currently seeking a **Full Time Permanent Manager, Asset Management and GIS** to join our team.

About Us

The Municipality of Port Hope is a remarkably picturesque community located on the shore of Lake Ontario and nestled in the Northumberland Hills, approximately 100 Km east of Toronto. With a population of 16,500, the Municipality is an active, vibrant, healthy, and caring community, offering a wonderful blend of rural and urban lifestyles and magnificent historic architecture. Learn more about us at www.porthope.ca

Benefits and Perks

- Employer paid Group Health, Dental and Life Insurance after three months of employment
- OMERS Pension Plan from the date of hire
- Professional Development and Skill Based Training Opportunities
- Work-life Balance Initiatives
- Wellness, Social and Staff Ambassador Committees
- Employee and Family Assistance Plan
- Perks and Savings Partnerships

About The Position

The Manager, Asset Management and GIS will lead the development and implementation of the Municipality's Asset Management Plan and Asset Management Policy. Working closely with all municipal departments to establish and implement an Asset Management Policy and Plan to meet both Corporate and legislative requirements to improve accountability, risk management, and financial responsibility.

Compensation

Under Review

Key Qualifications

- College diploma or university degree in Engineering, Asset Management, GIS, or a related field of study.
- A minimum of five (5) years' experience in Asset Management and/or GIS.
- Supervisory experience preferred
- Proficient in the use of ESRI ArcGIS Suite, and Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint)
- Knowledge of applicable codes, government legislation, and industry standards such as the Occupational Health and Safety Act, AODA, Asset Management Planning for Municipal Infrastructure legislation, and the Municipal Act.

Non-Union - Permanent Manager, Asset Management and GIS

- Knowledge and experience of municipal assets including roads, bridges, facilities, housing, natural assets, etc. as well as development of associated lifecycle strategies and costing.
- Working knowledge of Citywide is an asset.
- Valid and satisfactory 'G' driver's license and access to own vehicle.
- Valid and Satisfactory Criminal Record and Judicial Matter Check.

Responsibilities

- Develop the Municipality's Asset Management Policy and Plan in accordance with corporate and legislative requirements by using Citywide and using knowledge of Asset management and pertinent legislation, create policies and plans. This includes research and review of Municipal data, working closely and in consultation with department managers to develop accurate and appropriate policy and plan, including data validation, condition assessments, levels of service, service risks, lifecycles, operations, maintenance, and replacement cost, as well as reviewing and making recommendations regarding the Municipality's Asset Management Plan.
- Provide leadership for Municipal Asset Management Planning, as a facilitator of the Asset Management Steering Committee, and co-chair of the Asset Management Team which coordinates the ongoing development of Municipal Asset Management Planning.
- Lead the development and management of the Municipality's asset registry and associated databases.
- Responsible for the organizational asset data and asset information needs, assisting to find efficiencies and improvements in existing asset management processes and systems.
- Contribute to the development and implementation of the Municipality's Asset Management Policy and Plan in alignment with other strategic plans and long-term goals.
- Assist with administration, training, and troubleshooting of Citywide software for staff use. This includes site configuration, creating users and associated permissions based on job requirements, developing and implementing process changes, staff training, and communicating with ESRI and IT department to resolve any technical issues.
- Oversee the development and maintenance of the GIS database by using ESRI and ArcGIS suite of software to process and store GPS data, perform GIS data analysis/conversion/editing, and importing/exporting data.
- Develop, maintain, and implement Citywide, the Municipality's Asset Management system by using ESRI and ArcGIS suite of software to develop processes, and forms; perform GIS data analysis/conversion/editing; and importing/exporting data to ensure Municipal assets are digitally represented and accurate.
- Lead the development and implementation of asset management strategies and frameworks to meet Council objectives and long-term needs based on available physical and financial resources; develop short and long term asset maintenance and rehabilitation strategies to minimize life cycle costs.
- Develop and implement standard processes/policies for the collection, maintenance and management of the asset infrastructure data, condition inspection and mapping for improved stewardship and accountability, risk management and financial efficiency.
- Lead the development and implementation of field data collection programs that inventory, measure, and record the condition and performance of municipal infrastructure.

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Submit an Application

Please submit your cover letter and resume on or before **Sunday August 13, 2023** via: Online at www.porthope.ca/careers

Recruitment Process

Applications will be reviewed, and interviews may be scheduled prior to the job posting closing date. Only those candidates selected for an interview will be contacted.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.