



100 John West Way
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aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Coordinator, Asset Management

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$75,327.66 to \$94,159.08

Closing Deadline: February 26, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Program Manager, Facility Capital Projects, the Coordinator, Asset Management is responsible for the technical aspects of the facility asset management program including developing and maintaining condition assessment and other study and program related information and data.

Responsibilities

- Assist with development and maintenance of the division Asset Management plan, Programs and systems including, condition assessments and lifecycle rehabilitation, field data collection and replacement planning.
- Develop standards for asset tracking, preventative maintenance with input into the annual business planning and budget cycle. Assists in the development of capital plans and project business cases for Town facilities.
- Develop replacement and expansion plans for facility assets including the preparation of long-term capital renewal plans based on life cycle cost as identified.
- Assist the facility division with the development, implementation and maintenance of the corporate asset management plan.
- Develop strategies for the delivery of technical services required to extend asset life in facilities, maximize cost savings in Town facilities.
- Monitor, oversee installation and upgrades to security systems, including access control, surveillance cameras, and alarms, and investigate and report on safety and security incidents, including accidents, theft, vandalism, or unauthorized access, and recommend corrective actions.
- Develop and implement safety and security policies and procedures to ensure compliance with applicable codes, regulations and corporate policies.
- Maintain and update security, life safety, plans, documents, and records to ensure accuracy and accessibility.
- Collaborate with internal and external stakeholders to develop and deliver safety and security training programs for employees, including fire and emergency response procedures.
- Assist with the development and administration of the divisions Computerized Maintenance Management System (CMMS) including coordinating with Facilities Supervisors and staff and working toward continuous improvement.
- Prepare terms of reference, technical specifications; participates in the public tendering process, selection of consultants and contractors, provides oversight of project consultants and contractors.

Qualifications

- Possesses a post-secondary education in facilities management, engineering, or architecture

or related Trades education or a combination of education and demonstrated experience.

- Requires completion of Community College or approved equivalent combination of education and experience.
- Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) designation is an asset.
- Three (3) years of demonstrated experience with facility asset management practices, building maintenance and systems.
- Excellent knowledge of applicable Ontario Building and Fire Codes, Occupational Health and Safety Act and other relevant Standards, Acts and Regulations.
- Ability to effectively supervise contractors, consultant, conduct inspections, evaluate work in progress and identify/resolve deficiencies.
- Proficient in MS Office Suite applications and software, including Word, Excel, PowerPoint, Internet applications and software such as AutoCAD, Asset Management, Access control and Computerized Maintenance Management systems (CMMS).
- Ability to work effectively with all levels of staff and government, elected officials, consultants, various professionals and the general public.
- Must be available to work unscheduled overtime and attend meetings or events scheduled beyond regular work hours as required.
- Must have a Class "G" Driver's License in good standing and reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.