



Asset Management Officer

The Municipal District of Bonnyville No. 87 invites applications for the position of **Asset Management Officer**. This position is responsible for leading the development and implementation of asset management strategies and frameworks at all levels of the organization.

Duties & Responsibilities:

- Provide strategic insight and implementation strategies for the sustainable management of the municipality's existing infrastructure assets that support Optimized Decision Making (ODM).
- Collaborate closely with operating departments to compile asset condition assessment reports and integrate a risk management matrix within the Asset Management Program.
- Manage the selection, launch, and integration of an asset management software system with the assistance of the multi-department Asset Management Working Group.
- Manage the continued systematic development and maintenance of the asset registry for all municipal assets.
- Coordinate the research and assembly of existing asset datasets from various departments and media, including GIS systems, spreadsheets, and other sources.
- Train and educate all staff on asset management processes and their role in the collection and value/use of the data.
- Oversee and mentor the asset management technician providing direction, guidance, and feedback.
- Create and provide other high-level asset management reports and recommendations, as required, regarding different aspects involved with the management of capital infrastructure.
- Analyze future funding requirements/long-range budgets to maintain the current municipal levels of service.
- Develop asset management related bylaws, policies, plans, and procedures.
- Provide department quarterly progress reports and asset specific State of the Infrastructure reports to the senior leadership team and Council.

Qualifications:

- College Diploma or University Degree in a relevant discipline (Business, Engineering, GIS) from an accredited College or University, or equivalent combination of education and experience.
- Five (5) years of previous experience in a supervisory role related to municipal/public infrastructure such as developing and maintaining inventory datasets, infrastructure condition assessments, lifecycle costing, risk management, and/or infrastructure priority setting.
- Information Management (asset management, GIS applications, NAMS, ISO) certification and training from a recognized Institute or organization is an asset.
- Project Management experience and/or certification.
- Professional and dependable with exceptional organizational and time management skills.
- Effective influencing, negotiating, communication (both written and verbal), and change management skills.
- Valid class 5 driver's license is required.

Please visit md.bonnyville.ab.ca/jobs.aspx for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

Attn: Human Resources

Postal Bag 1010

Bonnyville, Alberta T9N 2J7

Fax: (780) 826-4524

Email: hr@md.bonnyville.ab.ca

Closing Date: Open until a suitable candidate is found