



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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**Posting #:** NU 30.25 (1 vacancy)

**Position:** Asset Management Program Coordinator

**Job Code:** 8AMGCR

**Status:** Temporary Full Time (date of hire until approximately April 2026)

**Employee Group:** Non-Union

**Wage range:** \$76,400 to \$95,502 (35 hours per week)

**Division:** Public Works

**Department:** Engineering and Asset Management

**Reports To:** Manager, Asset Management

**Location:** Simcoe, ON (combination of office and remote work as required)

**Posting Period:** August 6, 2025 to August 20, 2025

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### How to Apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/A64CAC7C4B>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcounty.ca/employment)

### Position Function:

Reporting to the Manager, Asset Management, the Asset Management Program Coordinator 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. Coordinator is responsible for leading, planning and implementing corporate asset management. Assisting with strategic capital planning initiatives for the Corporation in collaboration with other departments, ensuring asset management activities are



consistent throughout the organization and aligned with the organizational strategic plan, including development of asset management policies and procedures, business plans and strategic objectives are the main focus areas of the position. Ensuring the municipality meets all the standards set out by legislation.

### **Knowledge and Experience:**

- Completion of a University Degree or College Diploma (3 years) in a related discipline (eg. Business Administration, Business Informatics, Civil Engineering, Environmental Engineering, Computer Science or similar field of study).
- Ideally the candidate will have minimum of three years of relevant experience in data analytics and asset management.
- 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.
- Experience in public infrastructure asset management, including industry best practices and familiarity with ISO 5500 and Ontario Regulation 588/17 is an asset.
- Membership in a related professional association or certification in a related area is preferred.

### **Skills and Abilities:**

- 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.
- Knowledge and understanding of business planning and budget preparation.
- 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.
- 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
- Strong organization skills and excellent analytical and problem-solving skills.

- 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.
- Computer expertise in a variety of asset management, data base, GIS software as well as corporate standard software (Microsoft Office) and department specific software such as CityView.
- Valid Ontario driver's license and access to a reliable vehicle
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act

**Position Description:**

- Under the general direction of the Manager of 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.
- Responsible for the preparation of detailed analyses related to corporate asset management activities, such as level of service, risk management and lifecycle management.
- Supports the planning and performance of operational reviews, systems reviews, financial and special reviews specific to asset management.
- 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.
  - 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.
  - 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.
  - Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act
  - Perform other duties as assigned with are directly related to the responsibilities of the position.
  - Perform Other Duties as Assigned
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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.