



Asset Management Coordinator

RECRUITMENT 2025-CORP-41

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 10,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Asset Management Coordinator supports strategic planning and decision-making by ensuring accurate data collection, lifecycle analysis, and compliance with PSAB standards and Ontario Regulation 588/17. The successful candidate will work closely with internal departments to manage GIS databases, monitor capital projects, and support long-term infrastructure planning.

Key Duties and Responsibilities:

- Implement and maintain the Town's Asset Management Plan and related policies.
- Manage and analyze asset and geomatics databases; perform lifecycle and condition assessments.
- Conduct field inspections and maintain asset registry using tools such as Citywide, GIS, and Excel.
- Develop and apply best practices for asset rehabilitation, renewal, and performance measurement.
- Collaborate with departments to establish risk management and service level standards.
- Prepare reports and recommendations for senior staff and Council.
- Assist in capital budget preparation and long-term financial planning.
- Monitor capital project expenditures, reconcile variances, and prepare journal entries.

Skills and Qualifications:

- Post-secondary education in finance, accounting, GIS, civil engineering, or a related field.
- Experience in municipal finance or engineering, with a focus on capital infrastructure.
- Proficiency in GIS technologies, spatial database modeling, and asset management software (e.g., Citywide, CGIS).
- Strong communication and presentation skills, with the ability to explain technical concepts clearly.
- Excellent organizational and multitasking abilities in a fast-paced environment.
- Knowledge of municipal government practices, engineering standards, and relevant legislation.
- Valid Ontario Class G Driver's License and satisfactory Police Records Check.

Position Type: Full-time, Permanent
Hours of Work: 35 hours per week (Monday to Friday; 8:30 a.m. to 4:30 p.m.)

Location: In Office, Town Hall, 77 Beckwith St. North

What we Offer:

Wages: Hourly Rate Band I (\$38.47-\$44.74)
Benefits: A comprehensive benefit package, wellness plan, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-CORP-41 by **Wednesday September 10, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.



JOB DESCRIPTION

POSITION:	Asset Management Coordinator
DEPARTMENT:	Corporate Services
EMPLOYEE GROUP:	Non-Union
PAY GRID:	
SUPERVISOR:	Director of Corporate Services/Treasurer
REVISION DATE:	August 2025

POSITION SUMMARY AND SCOPE:

The Town of Smiths Falls is seeking a detail-oriented and collaborative Asset Management Coordinator to work closely with the Director of Corporate Services/Treasurer to play a lead role in the development, implementation, and maintenance of the Town's corporate asset management program.

This role supports strategic planning and decision-making by ensuring accurate data collection, lifecycle analysis, and compliance with PSAB standards and Ontario Regulation 588/17. The successful candidate will work closely with internal departments to manage GIS databases, monitor capital projects, and support long-term infrastructure planning.

DUTIES AND RESPONSIBILITIES:

- Implement and maintain the Town's Asset Management Plan and related policies.
- Manage and analyze asset and geomatics databases; perform lifecycle and condition assessments.
- Conduct field inspections and maintain asset registry using tools such as Citywide, GIS, and Excel.
- Develop and apply best practices for asset rehabilitation, renewal, and performance measurement.
- Collaborate with departments to establish risk management and service level standards.
- Prepare reports and recommendations for senior staff and Council.
- Assist in capital budget preparation and long-term financial planning.
- Monitor capital project expenditures, reconcile variances, and prepare journal entries.
- Attend industry workshops and training to stay current with asset management trends.
- Perform other duties as assigned by the Director of Corporate Services/Treasurer.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- Post-secondary education in finance, accounting, GIS, civil engineering, or a related field.
- Experience in municipal finance or engineering, with a focus on capital infrastructure.
- Proficiency in GIS technologies, spatial database modeling, and asset management software (e.g., Citywide, CGIS).
- Strong communication and presentation skills, with the ability to explain technical concepts clearly.
- Excellent organizational and multitasking abilities in a fast-paced environment.
- Knowledge of municipal government practices, engineering standards, and relevant

legislation.

- Valid Ontario Class G Driver's License and satisfactory Police Records Check.

SKILLS AND COMPETENCIES:

- Technical aptitude and analytical thinking
- Customer service orientation
- Team collaboration and interpersonal skills
- Problem-solving and resourcefulness
- Integrity, creativity, and forward-thinking

WORKING CONDITIONS:

Office-based role based on a 35-hour workweek with occasional fieldwork and after-hours responsibilities.

SAFETY:

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff,
EXTERNAL	Auditor