

City of Kingston

Corporate Asset Management Analyst

Job Number: J1125-0081

Bargaining Unit: Non-Union

Job Type: Temporary Full-time

Salary: \$78,451.98 - \$98,050.66/Year

*-Option for Contract Benefit Plan paid by employer or
receive 13% in lieu of all benefits*

-Eligible for defined Benefit Pension Plan-OMERS

Hours of Work: 35 hrs/week

Closing Date: December 5, 2025

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

Position Summary



****Please note salary is based on 2025 pay rates. This temporary position is covering full-time hours for up to 18 months****

Reporting to the Director, Corporate Asset Management & Fleet, the Corporate Asset Management Analyst is responsible for the organizational asset data and asset information needs, review of financial information to ensure accuracy of financial data, reporting, and analyses. Assisting to find efficiencies and improvements in existing asset management processes and systems, detailed asset data analytics, and planning and implementing new systems and processes that help business units align with Corporate Asset Management strategies.

KEY DUTIES & RESPONSIBILITIES:

- Provides asset management expertise and support
- Provides project management and project support, executing project management methodologies, in the delivery of projects and systems enhancements, to be delivered on time, within budget, and in adherence to project management standards aligned to the corporate strategic objectives
- Leads and facilitates business analysis activities under the direction of the Director, Asset Management Office supporting the development of the Asset Management System, plans and strategies through analysis of levels of service, service demand, asset life cycle and asset maintenance strategies, financial analysis, monitoring and forecasting, risk management, and capital improvement planning, working with business area experts, managers, and senior managers from across the Corporation
- Prepares reports, memos, drafts, letters, and other correspondence and conducts presentations to meet the Asset Management Office's requirements
- Manages relationships with internal/external stakeholders, client business units and project participants
- Identifies opportunities to improve/enhance processes and business solutions with respect to Asset Management
- Other duties as assigned

Qualifications, Competencies

- Post-secondary diploma or degree in Engineering, Commerce, Business Administration, Computer Science or equivalent combination of education and experience
- Minimum of 5 years systems or infrastructure management planning, support, feasibility studies, and design experience in a medium to large organization of a complex diverse nature

- Experience with data analytics, trend and forecast analysis
- Experience in working with multiple diverse stakeholders
- Possess and maintain a valid "G" Ontario driver's license
- Formal training in asset management, business analysis, ITIL, project management or other similar discipline is preferred
- Direct experience related to the selection, configuration and implementation of solutions for infrastructure asset inventory, work management, budgeting, and related business processes is preferred
- Project management experience and in depth experience developing software and business process testing scripts and procedures is preferred
- Professional Engineer (P. Eng.), Chartered Professional Accountant (CPA), and or GIS certificates, considered an asset
- Designation or Certification in Asset Management, Accounting, Lean, Business Analysis and Project Management is preferred
- Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Skills, Abilities, Work Demands

- Demonstrated understanding of the full life cycle for asset information from multiple perspectives, including information systems and data, assets, asset systems and hierarchies, people and knowledge, business processes, and communication
- Knowledge of business process modeling, structured analysis, design, programming techniques, lean practices and/or continuous quality improvement methods
- Demonstrated knowledge of project management methodologies and best practices
- Understanding of asset management best practices, including life cycle strategies, risk considerations, service levels, and state of infrastructure reporting
- Understanding of regulations associated with asset management, including Ontario Regulation 588/17
- Advanced skills in Excel, Word and PowerPoint
- Experience with ArcMap/GIS
- Project Management and problem-solving skills
- Strong data analytics, written and verbal communication skills
- Good organizational skills and ability to meet deadlines
- Ability to work on multiple projects simultaneously
- Team player with effective interpersonal skills

- Knowledge and understanding of financial principals, policies, procedures/processes, and reporting requirements is preferred
- Demonstrated knowledge in Asset Management and Functional System analysis is preferred
- Must obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

[Please CLICK HERE to Apply](#)