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Town of Aurora
Employment Opportunity
Corporate Services

Division of Human Resources

Asset Management Specialist

Employment Type: Permanent, Full Time
Location: Aurora, Ontario
Salary Range: $85,251.00 to $106,563.89
Vacancy Reason: New Position
Closing Deadline: January 09, 2026

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

The Asset Management Specialist is responsible for collecting and analysing data and providing support in the development and implementation of the Town's Asset Management Plan. The Asset Management Specialist will maintain asset inventories and databases using GIS tools, work order systems, financial reporting systems, asset management software, and other data management tools to meet all requirements required for PSAB 3150 and O.Reg.588/17. The Asset Management Specialist will support internal and external inquiries related to Town owned assets.

Responsibilities

1. Supports and implements the Town's Asset Management Plan, including its strategies, frameworks, business processes and tools to support capital and operating budget development and rehabilitation and replacement planning of the Town's core and non-core assets.
2. Assists with updates to the Asset Management Plan to meet all requirements outlined in O. Reg. 588/17.
3. Conducts and coordinates asset condition assessment, failure analysis, risk assessment and rehabilitation requirements.
4. Supports Town staff with database development, data conversions and coordination related to asset management.
5. Reviews payment certificates and invoicing for consistent reporting, clarity purposes, and regulatory financial reporting under the PSAB 3150 requirements involving Town assets.
6. Coordinates and manages the collection of asset data including physical attributes, location, age, function, condition and value of assets.
7. Collects data from various data sources including drawings, reports, and condition assessments; develops and enhances asset hierarchies and registries.
8. Manages drawings and records databases for internal and external use, including review of existing Town assets.
9. Obtains and provides records to address internal staff inquiries, corporate inquiries, and requests-for-information made by external third parties.
10. Serves as Project Manager for asset management projects.
11. Develops customized reports based on detailed analysis of asset data, condition assessments and other specialized software applications.
12. Establishes asset service level requirements needed to meet service commitments, asset condition, financial implications and system optimization.
13. Provides support, analysis and recommendations to divisions within the Town for the creation and continuance of asset maintenance and renewal programs that maximize long-term asset viability and minimize lifecycle costs.

14. Performs research in asset management with a commitment to continuous improvements and adoption of best practices.
15. Prepares and reviews project requirements and specifications, study terms of references and request for proposals.
16. Works in collaboration with the IT department to implement new systems and upgrade existing systems by following prescribed methodologies provided by software vendors.
17. Coordinates with the Town staff and external sources to ensure that the Town's asset data is updated regularly and is comprehensive.
18. Develops models and relational databases, acquire and create spatial data, produce cartographic products and reports, identify data relationships and integration opportunities.

Qualifications

- University Degree in Civil Engineering, Geomatics, Information Technology, Computer Sciences along with five (5) years experience in Civil or Municipal Engineering or approved equivalent combination of education and experience.
- Professional Engineer designation, Certified Engineering Technologist, or equivalent.
- Proficient with asset management best practises, municipal engineering, and data management. Asset Management Training and Certification from a recognized Institute or College would be considered an asset.
- Demonstrated experience with asset management and municipal software (e.g. Citywide, RoadMatrix, InfoWater, InfoWorks, CityView) would be considered an asset.
- Demonstrated knowledge of GIS concepts and principles. Proficient in ESRI GIS software including ArcMap, ArcPro, ArcSDE, and ArcGIS Online.
- Ability to use Structured Query Language (SQL) and manage large quantities of data, advanced use of Microsoft Office applications, including Excel and Access. Experience creating and using SQL databases to generate reports.
- Working knowledge of programming languages (e.g. Python, .NET) would be considered an asset.
- Fundamental knowledge of AutoCAD; basic drafting skills and import/export conversion.
- Analytical skills to assess application systems and end user needs, identify issues and recommend solutions.
- Demonstrated ability to coordinate, plan, implement and evaluate programs for customer service.
- Excellent problem solving, work/project planning, and project management skills. Ability to work under pressure to meet legislative, corporate, and departmental deadlines, and the ability to exercise discretion and judgement when planning work programs and projects.
- Ability to effectively communicate; verbally and in writing, including preparation of memos, reports, policies, analyses, etc.
- Reliable vehicle to use on corporate business and valid class "G" driver's licence, in good standing.
- Availability to work flexible hours and/or overtime as may be required.

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.

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.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence

(AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.