



## Career Opportunity – Internal/External Posting

### **Asset Management Analyst Financial Services, Technology and Funding Strategies**

#### **Position Summary:**

Reporting to the Senior Manager of Financial Services this position is required to work closely with internal and external resources to establish and realize the objectives identified in the Municipality's asset management roadmap in an efficient and effective manner. The Asset Management Analyst is responsible for the development, implementation, and maintenance of the Municipality's asset management strategy framework and plan including the asset inspection/condition assessment, data analysis, assets performance monitoring, evaluation and reporting, deterioration pattern and lifecycle cost analysis for all municipal assets as required by Ontario legislation. The Asset Management Analyst is required to work independently, and is responsible for preparing insurance working papers, preparing reports for grants, and providing various analyses to municipal staff.

#### **Key Responsibilities:**

- Develop the Municipality's Asset Management Plan in compliance with Provincial legislation.
  - Identify existing and future infrastructure rehabilitation and replacement needs using methodologies, calculations, and formulas, priority rankings, condition ratings, level of risk, and level of service, key performance indicators, maintenance records, decision models and life cycle evaluation.
  - Determine levels of service and risk through technical analysis, regulation and public input.
  - Develop life cycle and capacity analyses.
  - Evaluate the Municipality's Asset Management readiness assessment and developing maturity assessment.
  - Draft a comprehensive asset management plan to be used corporate-wide.
  - Manage the study, evaluation, analysis and projection of the Municipality's future requirements of municipal infrastructure in order to provide required levels of service to the public, including the development of infrastructure life-cycle analysis and capacity analysis.
- Initiate processes and protocols for data collection.
  - Providing training to staff on Asset Management concepts and systems to foster improved understanding of the regulation.
  - Research and recommend processes and methodologies for collection and assigning assessments to the asset inventory.

- Provide financial analysis support to the Financial Services Department including preparation of various revenue and expenditure studies, and project analysis, as assigned.
  - Perform analyses related to development charge (DC) study updates and reporting of DCs.
  - Prepare analyses to determine the impact of service level changes.
- Prepare internal and external analyses and reports as required including reports to Council and annually update current replacement values (CRV) to the Ministry.
- Populate and maintain insurance classifications in CityWide and provide asset listings with replacement costs to the Municipal Insurer.
- Provide recommendations to enhance change and/or update asset management programs as technologies, regulations, and budgets evolve.
- Analyze internal processes, undertake research, prepare recommendations and implement special projects as required. This includes ongoing review of various analytical systems and software to identify and implement improvements and efficiencies.
- Share knowledge with staff at varying levels within the organization on concepts and systems to foster an improved understanding of asset management.
- Prepare grant applications available for asset management funding.
- Participate in the Windsor-Essex Asset Management Working Group.
- Provide enterprise asset management solutions and other non-infrastructure innovations as an asset champion and change optimization agent.
- Attend meetings of and provide updates to Asset Management Governance Teams (Steering Committee and Asset Network Team).
- Project management support and help with recommendations while collaborating with management and cross-functional Asset Management Network Team.
- Responsible for conducting business process reviews that align with asset management systems towards an innovative and asset-centric organization.
- Assist with the development of one, five, and ten-year plans and budget forecasts for preservation and rehabilitation of assets.
- Collaborate with the GIS Technologist and various departments to add service requests and work orders to applicable software applications, such as CityWide Maintenance.
- Monitor and update Strategic Asset Management Policy to align with overall Municipal strategic documents and master plans.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

### **Qualifications, Knowledge, and Skills:**

- Must have post-secondary diploma or degree in Finance, Business, Civil Engineering, or related discipline, or equivalent education.
- Must have a minimum of five years' experience in a similar industry setting.
- Certification in Asset Management (through Ontario Good Roads Association and/or The Institute of Asset Management) would be considered an asset.
- Experience with CityWide Asset Manager would be considered an asset.

- Knowledge and experience with grant applications including the Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program Grant would be considered an asset.
- Must have thorough knowledge of municipal operations and capital infrastructure planning.
- Must be knowledgeable in regulations, statutes, by-laws and standards pertaining to municipal government, including asset management and development charges.
- Must be knowledgeable and understand software applications for municipal asset management systems.
- Must demonstrate project management skills.
- Excellent organizational, analytical, decision-making, and problem-solving skills.
- Excellent verbal and written communication skills with ability of relationship building and engagement skills.
- Ability to liaise with various municipal departments and influence decisions related to rehabilitation and capital planning.
- Flexibility and a commitment to adapt to evolving and emerging technologies and changing practices and regulations.
- Experience and knowledge to self-manage, multi-task, prioritize and work with minimal supervision on higher priority projects.
- Must be proficient in computer applications in a Microsoft Windows environment.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.

### **Hours of Work and Working Conditions:**

This position is employed for 35 hours per week, in an office environment. Attendance at evening meetings, and overtime are required at times.

### **Employee Group:**

Non-union.

### **Salary Range:**

\$87,219.37 to 102,034.89 (2026 Rates)

### **Closing Date:**

Applications must be received by 11:59 PM, Sunday, February 1, 2026.

### **Reason for Vacancy:**

Existing vacancy.

### **How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](http://leamington.ca/careers)

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761