

Manager Asset Management Office

<b>Job Opening Id :</b>	44290	<b># Required</b>	:	1
<b>Business Unit :</b>	Corporate Services	<b>Division</b>	:	Asset Management Office
<b>Location:</b>	Regional Headquarters	<b>Standard Hours</b>	:	35.00 / week
<b>Full/Part Time :</b>	Full-Time	<b>Regular/Temporary:</b>	:	Regular
<b>Salary Grade :</b>	7	<b>Salary Range</b>	:	\$115,940.00 - \$136,400.00

## Job Summary

Reporting to the Director Asset Management, the Manager Asset Management Office is responsible for executing the Corporate Asset Management Strategy through end-to-end process activities, control measures, operational integration and ongoing review and improvement of asset management processes, procedures and documentation at the Region. The Manager plays a significant role in ensuring due diligence for the delivery of asset management improvement projects, maximizing invested party level of service, and identifying and developing solutions.

## Education

- Post-secondary degree in Engineering, Finance, Accounting or a related discipline
- Master's degree in Engineering; Finance, Accounting or related discipline is preferred
- 8 years of experience in asset management or business information management
- Prior experience related to operations management
- 3-5 years management experience with the ability to lead, coach, motivate and manage staff
- Experience developing strategic plans and creating performance metrics and outcome measures to evaluate success is preferred
- Experience creating innovative solutions to operational and administrative challenges and implementing improvements to existing policies, programs and processes is preferred
- Experience with asset management lifecycle practices – design, operation, maintenance for civil and/or institutional, commercial or industrial infrastructure is preferred
- Previous experience working in the Public Sector an asset is preferred
- Professional Engineer (P.Eng) Chartered Accountant (CA) or Certified Public Accountant (CPA)
- A suitable equivalent combination of education and additional experience may be considered
- Institute of Asset Management (IAM) Certificate or Diploma or other Asset Management designation is preferred

## Knowledge

### Responsibilities

Leads and executes the ongoing asset management strategy and development of knowledge management processes for the Region. (25% of time)

- Leads the implementation of the Corporate Asset Management Strategy and initiatives across the Corporation.
- Leads the development and update of the Corporate Asset Management Plan.
- Leads the development and implementation of corporate frameworks for asset management practices including Risk, Levels of Service, Asset Registry, Asset Performance and Reliability, Lifecycle costing, Data Management and Capital Project Prioritization.
- Works closely with Department managers on the development of individual service area asset management plans and frameworks to ensure they are consistent with corporate frameworks.
- Leads the development of risk profiles, inputs to the capital plan advising on cross sector integration of capital projects, and assists with budget coordination.
- Leads the planning, development and implementation of an asset management information system in support of consistent, sustainable and measureable asset performance analysis and decision making.
- Conducts medium and long term analysis using a Decision Support System (DSS) Tool for modelling asset deterioration, levels of service and to develop the long term investment profile for the asset base.
- Engages staff and senior management to assess the implications of existing strategic initiatives and develop new strategies to optimize investment planning.
- Conducts and monitors ongoing asset knowledge (asset management, maintenance management, capital prioritization) gap analysis, develops and implements a knowledge management plan for the department's assets.
- Enhances organizational awareness of asset management principles and practice through ongoing education, leading AM Performance and Knowledge Management
- Develops training materials for competency assessments.
- Provides input into the overall Asset Management Training Plan and deliver training as necessary.
- Identifies training opportunities based on emerging policies and regulations.

Leads quality management for asset management to ensure ongoing improvement to processes and procedures at the Region. (20% of time)

- Refines and develops new or revised policy-based Standard Operating Procedures (SOPs), notices, process flows and operating procedures.
- Creates management processes for version control, and common access of all documentation including frameworks and business processes.
- Creates and maintains business process workflows and procedures
- Interprets existing and emerging policies and regulations related to infrastructure Asset Management.
- Ensures all project deliverables meet technical requirements and aligns with the overall program objectives.

- Develops a structured process to ensure that the resources, policies, procedures and processes meet applicable quality standards.
- Monitors the implementation and results of strategies and processes for management of the performance, integrity, safety and reliability of assets.
- Reviews and incorporates best practice protocols through performance reporting.
- Supports department managers on implementing service area tools/plans for data management and maintenance that support asset performance monitoring and business analysis and reporting.
- Ensures applicable regulatory requirements (Federal, Provincial or other) for Asset Management are being met.

Provides leadership in enabling strategic change and corporate vision to stimulate advances in governance, accountability, and the implementation of asset management best practices. (20% of time)

- Leads the Asset Management Teams as needed - AM Strategy & Planning Network, AM Performance and Knowledge Management, and/or AM Productivity Network Team.
- Leads the development of the Asset Management Communication program.
- Identifies change management requirements at the Corporate and Department level of asset management processes, procedures and practices, and coordinates the change process within the corporate Change Management framework.
- Oversees and/or leads corporate projects, ensuring project plans and communication strategies are developed, monitoring milestones and results, and ensuring project activities are on time and on budget.
- Manages changes in project scope, identifies issues and manages contingency options.
- Ensures the review and approved implementation plans are integrated into host department objectives and priorities.
- Ensures proper and timely reporting on initiative status and outcomes relative to project plan and work plan.
- Reports on success on the implementation for sustained change in process, FTE, budget.
- Works with Senior Leaders from operational departments to establish project plans, providing clear scope, including agreements on Responsive Region team support, timing, cost, project sponsorship and resourcing.
- Works with the Corporate Leadership Team and key invested parties to identify best viable opportunities.
- Works with invested parties to establish vendor requirements and budgets, defining justification for external supports, and monitoring vendor performance and quality of services.

Manages relationships with internal and external invested parties. (15% of time)

- Conducts meetings with senior leadership, and staff including those from other departments within the Region.
- Liaises with other members within the AM Office (AMO) to spearhead the practice of AM at the Region.
- Liaises with agencies (Ministry of the Environment and Local Area Municipalities) working cooperatively on joint ventures.

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (10% of time)

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities
- Ensures alignment and coordination of activity and quality of output between teams under their direction
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Develops, manages and administers annuals and multi-year Capital and Operating budgets for the operating unit ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and ensuring financial reporting is effectively managed in compliance with corporate financial policies. Ensure goods and services are acquired in accordance with the procurement policy. Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures. (10% of time)

## Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Must maintain ability to travel in a timely manner to regional buildings for meetings
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

## **HOW TO APPLY**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

We confirm that we do not use AI in screening of applicants, and this position is an existing vacancy.

To view the full job description and requirements, visit our Careers page - [\*\*Job Opening #44290\*\*](#)

Let us know why you would be an excellent team member by submitting your online application **no later than February 9, 2026, before midnight** by visiting our 'Careers' page at [www.niagararegion.ca](http://www.niagararegion.ca).

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

**Application Link:** <https://www.niagararegion.ca/government/hr/careers/default.aspx>

## **ABOUT US**

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, Diversity, Equity and Inclusion - Niagara Region, Ontario or email related questions to [diversity@niagararegion.ca](mailto:diversity@niagararegion.ca). To send input on reducing barriers in the current hiring process, please email [myhr@niagararegion.ca](mailto:myhr@niagararegion.ca)

For the Region's full employee equity statement, Working at Niagara Region - Niagara Region, Ontario.