



City of Niagara Falls  
**POSITION VACANCY**

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| <b>Call Number:</b>  | <b>JR100410</b>  |
| Position:            | <b>Manager of Enterprise Asset Management (EAM) Implementation and Continuity</b>                              |
| # of Vacancies:      | One (1)  |
| Type of Vacancy:     | Permanent, Full-time   |
| Division:            | Municipal Works  |
| Location of Work:    | City Hall (4310 Queen St, Niagara Falls)   |
| Work Schedule:       | Monday to Friday, 8:30 am to 4:30 pm<br>35 hours per week  |
| Salary/Wage Range:   | \$99,330 - \$124,163 per year<br>plus, a comprehensive benefits package and defined benefit retirement pension |
| Date Posted:         | March 10, 2026   |
| <b>Closing Date:</b> | <b>March 27, 2026 at 11:59 pm</b>  |

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume via our Workday portal at [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs) Applications must be submitted online.

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at [HRDepartment@niagarafalls.ca](mailto:HRDepartment@niagarafalls.ca) or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

The following description reflects the general details considered necessary to describe the principle functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**Position Title:**

Manager of Enterprise Asset Management (EAM) Implementation and Continuity

**Position Summary:**

Champions change and leads the project team throughout the implementation of a new city-wide Enterprise Asset Management (EAM) software solution in alignment with corporate direction and timelines. Leads and collaborates with cross-functional teams, vendors, and stakeholders to support functional design and change management strategies to modernize systems, optimize business processes, and capitalize on new technologies and automation for improved efficiency and user experience. Responsible for gathering and synthesizing information from functional leads and subject matter experts and leading decision-making processes to define implementation paths, continuity, and support continuous improvement.

**Division / Department:**

- During Project Timeline - Municipal Works
- Post-Project Timeline - Corporate Services

**Responsible To:**

- During Project Timeline - General Manager of Municipal Works / City Engineer
- Post-Project Timeline – General Manager of Corporate Services

**Supervises:**

Including but not limited to: Municipal Works Implementation Lead, Information Systems Implementation Lead, Geographic Information Systems (GIS) Implementation Lead, Asset Management Implementation Lead, and Project Support Coordinator.

**Responsible For:**

- Preparing project plans, budgets, identifying key milestones, defining project scope, timelines and managing quality, issues, risks, and problem resolution.
- Developing strategies to ensure timeliness, compatibility, and integration with existing applications.
- Developing strategies and solutions to improve asset data quality, database organization, and business processes relating to the development of the new EAM solution.
- Building relationships and driving strategies between business units and EAM implementation team to facilitate solutions that increase efficiency and effectiveness in the organization.
- Managing contracts and related activities including, but not limited to, budgeting, invoicing, administration, day-to-day project correspondence, contract complains, and decision making for the prime EAM vendor and other third-party vendors (e.g. change management consultant, project strategic advisor consultant) as required.
- Identifying resource needs (e.g. staffing, training, equipment, budgets) and developing solutions to meet these needs.
- Recruitment of project team members including the preparation of job descriptions, workplans, and effective on-boarding and project specific training.

- Procurement of third-party specialty services such as strategic advisor and change management consultants. Includes preparation of scope and terms of reference, and management of consultant assignments, deliverables and financials.
- Ensuring effective processes, policies and practices are in place for EAM implementation while monitoring compliance and addressing issues.
- Fostering collaboration and co-operation with other teams and stakeholders (both internal and external) to meet project milestones.
- Ensuring project focus is service excellence, communication, innovation, and workflow integration.
- Proactive communication to senior leadership on issues that may arise from implementation and providing recommended solutions for consideration.
- Preparation of regular communication to senior leadership, the project steering committee, and/or Council on status of EWAM implementation.
- Directing and providing leadership for the activities and coaching of direct reports, setting priorities, assigning tasks/projects, resolving problems, ensuring results are achieved, managing staff recruitment, performance, and skill development activities. Identifies new opportunities for staff to build relationships.
- Participating in various department and/or corporate initiatives.
- Performs other duties as assigned.

**Position Requirements:**

- Post-secondary degree in Computer Science, Business Administration, Engineering, or related field.
- Minimum of five (5) years of progressive experience with Computerized Maintenance Management Systems (CMMS), Work Order Systems, or Enterprise Asset Management (EAM) solutions in a medium to large organization of a diverse nature, or related equivalent.
- Previous leadership experience in project management and project delivery preferred.
- Certification in Business Analysis or Project Management is preferred.
- Previous related experience working in a municipal environment including knowledge of municipal procurement practices is preferred.
- Change management training or experience would be an asset.