



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3241-002

CALL NO. 26-4652

Job Designation:	Core Asset Analyst
Department:	Asset Management
Job Details:	Temporary, Full Time (CUPE 1329T)
Duration:	12-month contract
	Internal secondment applications are welcome. Please note, however, that members of management will not be considered for secondments into bargaining unit positions.
Temporary Vacancy Reason:	Secondment Backfill
Salary Range:	\$94,174 - \$114,841
Pay Grade:	312
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on June 28, 2026
Posting Status	Open to all current Town of Oakville employees and external applicants.

This job posting is for an existing vacancy and therefore will be filled accordingly.

The Asset Management Department's responsibility is to take a coordinated approach to asset management that ensures levels of service are met and risks are managed in the most cost-effective manner. The Town's asset portfolio is currently estimated at \$4.9 billion with Core Assets representing approximately 67% of the portfolio at \$3.3 billion. The Core Asset portfolio includes roads, bridges, culverts, sidewalks, pathways, stormwater management infrastructure, creeks, shoreline and other right-of-way infrastructure. This position is responsible for asset management of the Core Asset portfolio in compliance with Ontario Regulation 588/17 (Asset Management Planning for Municipal Infrastructure).

Job Responsibilities

- Develop, maintain, update and report on asset registries and inventories, asset condition assessments and monitoring programs, asset life cycle, level of service risk analysis and forecasting methods, asset rehabilitation and renewal strategies and programs, asset management financial plans and budgets.
- Identify existing and future infrastructure rehabilitation needs using complex methodologies, calculations and formulas, priority rankings, decision support models and industry best practices.
- Develop short- and long-term capital budget forecasts for asset rehabilitation and renewal projects and programs, coordinating work to align with growth capital and other programs to optimize implementation of capital works.
- Develop the project scope and cost estimates for asset rehabilitation and renewal projects and capital budgets.
- Develop asset management policies, standards and strategies for rehabilitation and renewal programs.
- Coordinate Town rehabilitation programs with other work within the right of way and other organizations (Region, MTO, Metrolinx, developers, other Town departments).
- Participate in other department studies including environmental assessment studies, infrastructure studies and designs and corporate projects.
- Assist with the planning, preliminary design, detailed design, tender preparation and delivery of capital projects.
- Respond to asset-related inquiries from a variety of clients.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

- Perform other duties as assigned.

Qualifications

- Certified Engineering Technologist (CET) designation or a Professional Engineer (P. Eng) designation.
- Asset Management certification e.g. Institute of Asset Management (IAM) Certification is considered an asset.
- Minimum five (5) years of relevant work experience.
- Experience in managing projects, performing complex problem solving, research, data analysis and meeting key deadlines.
- Thorough knowledge of municipal infrastructure assets including procedures and practices related to inventory, condition assessments, lifecycle analysis and forecasting, design, construction, rehabilitation, cost estimating, financial plans and budgets.
- Ability to develop asset rehabilitation and renewal plans and budgets based on infrastructure condition, coordinated works and available budgets.
- Proficiency in Microsoft Office Suite, GIS, and AutoDesk Software
- Experience with asset management financial software and decision support programs and systems.
- Ability to communicate directly with Town staff from a variety of departments; including Town Councillors, external engineers, consultants, contractors, and the public.
- Completion of/or enrolment in one or more of the following education or courses would be considered an asset:
 - Asset Management and Financial Systems – Advanced Level (FMW, CIS, GIS)
 - Asset Management software programs
 - Project Management
 - Asset Rehabilitation Strategies and Practices
 - Asset inspection and rating methodologies and systems
- The successful candidate must hold a valid and unrestricted Ontario Driver's License Class G minimum and will be required to supply their own personal vehicle for performing job duties/corporate business.

DATED: June 19, 2026

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

We thank all applicants and advise that only those selected for an interview will be contacted.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3