Newmarket

The Town of Newmarket, Financial Services Department
Requires an **Asset Management Capital Planner**
Contract (24 Months - 35 hours per week)

About Newmarket

Newmarket, Ontario is a vibrant and forward-thinking community that leads with care. As one of the most densely populated municipalities in the province, we're proud to embrace bold, community-centered initiatives—like transforming the historic Mulock Property into our very own Central Park and revitalizing urban corridors to enhance livability and connection.

Our culture is unique and intentionally crafted through collaboration, inclusion, and a shared leadership commitment to creating an environment for extraordinary public service. Our award-winning *Leadership Essentials* program was designed to provide our leaders with the tools and expectations that are key to an employee experience that is well beyond the ordinary. This "made in Newmarket" initiative earned Newmarket the 2025 CAMA Inspiring Workplace Award.

We value flexibility and wellbeing, offering options like hybrid work, compressed workweeks, and flexible hours to support work-life balance. Newmarket is a place where innovation thrives, and where employees are empowered to grow, contribute, and make a meaningful impact in a welcoming and inclusive environment.

Join us in shaping a community that's truly *well beyond the ordinary*.

Who are we looking for?

Under the direction of the Manager, Corporate Asset Management, the Asset Management Capital Planner will lead the development and implementation of a comprehensive capital planning system for the Town of Newmarket. This role will establish organizational processes, governance structures, and technical methodologies to support long-term capital planning for municipal infrastructure. The Capital Planner will design and execute a framework that integrates asset management principles, lifecycle strategies, and risk-based decision-making. The outcome of this role is the production of detailed 10-year capital plans for road, bridge, water, sewer, stormwater, parks, and facilities assets, along with a documented process that staff can repeatably manage going forward and expand to other municipal assets with supporting documents and templates.

How do I qualify?

- Post-secondary degree in a related field such as Engineering, Business Administration, Urban Planning, Architecture or Asset Management or related field or an approved equivalent combination of education and experience.
- Designation as an Engineering (P.Eng.) or Registered Professional Planner (RPP) or Project Management Profession (PMP) Certification is an asset.
- Progressive direct experience in capital planning frameworks (i.e. lifecycle costing, risk-based prioritization, optimization).

- Direct knowledge of a wide range of types of municipal infrastructure including pavement, structures, linear assets, parks, and facilities focusing on asset performance, structural behavior, remediation techniques, and engineering project delivery. Experience in municipal infrastructure planning for growth (i.e. comprehensive plans for growth or “master plans”) is considered an asset.
- Significant experience in financial modelling and forecasting, project estimating and scheduling, infrastructure condition assessment methods, data analytics and reporting tools.
- Experience coordinating project delivery teams, standardized project management tools, coordinating cross-functional project team members, and stakeholders.
- Progressive experience in analyzing processes, gap analysis, and metrics to determine appropriate changes to meet asset management program outcomes and deliverables.
- Proficient in the use of MS Office (e.g., Word, PowerPoint, and Outlook) and ability to produce sophisticated excel spreadsheet reports. Ability to work with software systems including project management, capital planning, scheduling, and database software.
- Demonstrated experience on corporate level projects or initiatives with the ability to contribute a broad asset management perspective while carefully ensuring project completion.
- Ability to estimate project scope, resources, and uncertainty, and monitoring to ensure adherence to budgets for a range of capital planning initiatives.
- Well-developed interpersonal and communication skills both oral and written with the ability to deal effectively with all levels of staff, external organizations, and elected officials.
- Strong customer service orientation with ability to develop partnerships and alliances, consensus building, as well as manage a diversity of opinions and resolve conflicts.
- Strong research skills to stay current on emerging trends, technologies, and best practices. Must be able to prioritize, plan and schedule time for personal development and staying current.
- Excellent organizational, critical thinker, problem-solving, analytical, and leadership skills.
- Demonstrated knowledge of applicable Asset Management legislation, regulations, and engineering standards, working knowledge of local government functions and responsibilities.
- A valid Class G driver’s license in good standing with access to a reliable vehicle

Salary: $63.00 - $72.00 per hour

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **August 17, 2026,** quoting file number **26-185.**

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.