

Job Posting #2024-18

Job Title: Asset Management Coordinator

Department: Engineering Services

Reports To: Director, Engineering Services

Directly Supervises: None.

Status: Full-time, Permanent

Hours per Week: 35

Salary: \$55,477.70 - \$67,443.49

Application Due Date: Friday, April 12, 2024

Position Summary

Under the direction of the Director of Engineering this position will oversee the planning and implementation of corporate asset management. The Asset Management Coordinator will be involved in developing strategic capital planning initiatives including the municipal asset management plan for the Municipality in collaboration with other departments. This role will ensure asset management activities are consistent throughout the organization and aligned with the organizational strategic plan, including development of asset management policies and procedures, business plans, strategic objectives, and asset record management. The Asset Management Coordinator is responsible for ensuring the Municipality meets all standards set out by legislation.

Role Specific Duties and Responsibilities

1. With the Director of Engineering, develop and implement asset management standards, strategies and best practices with appropriate policies, procedures, and processes to meet both internal and legislated requirements, accountability, enhanced risk management and financial responsibilities.
2. Coordinates policies and procedures evaluation concerning asset management planning to ensure ongoing improvement and continued compliance with legislation through research of best practices.
3. Coordinate Asset Management Plan development and updates at regular intervals as required by Ontario Regulation 588/17, or as requested by Council or senior leadership. Support the preparation of reports detailing the work performed, findings or conclusions and appropriate recommendations.
4. Develop and update a corporate wide asset database and collaborate with Geographic Information System (GIS) Coordinator and Finance to implement new and update existing systems, focusing on accuracy of information and corporate consistency.
5. Update and incorporate recommendations required from annual inspection programs into the corporate database. Make recommendations and administer the field inspection program to meet the requirements of the Asset Management Plan.
6. Coordinates the develop, implementation and monitoring of best practices for asset rehabilitation/renewal analysis including financial models, lifecycle analysis, condition assessments, inspection programs, service level standards

and performance measures. Work with user departments to determine preferred approaches for each of these items to be incorporated into asset management planning and day to day operations.

7. Utilize the municipal asset management software to complete modelling of funding and service scenarios to determine the recommended approach to be incorporated into the Asset Management Plan. Where the software is not the best approach for an asset, develop an asset management model in Excel.
8. Create and review technical reports when required for presentation to the Leadership Team, Managers, committees and Council.
9. Prepare, coordinate and participate in communications, presentations and the education/training of staff, Council and others related to asset management.
10. Work with user departments to ensure required training and support is provided to allow for strong working relationships with asset owners across the corporation. This may include leading workshops with the internal Asset Management Steering Committee or working with a department directly.
11. Work with user departments to ensure that asset management planning is being incorporated into capital planning and operations to allow for full benefit of asset management to be realized corporately.
12. Attend asset management meetings, seminars and participates in learning opportunities in order to improve the Municipality's asset management processes.
13. Calculate, prepare and reconcile annual tangible capital asset addition, disposal and amortization entries in accordance with PSAB 3150.
14. Work with Financial Services to provide support to auditors for all PSAB 3150 transactions that took place each fiscal year.
15. Complete and reconcile the Ontario Financial Information Return schedules associated with Tangible Capital Assets ensuring that all balances are supported, reconciled and agree to the general ledger.

General Duties and Accountabilities (All Municipal Roles)

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Valid Class G Driver's License in good standing and reliable vehicle to use on corporate business.

Education, Skills and Experience

1. Post secondary education in Civil Engineering, Commerce, Business, Economics or an equivalent combination of education and experience.
2. Minimum 3 years related coordinator or analyst experience preferably in a municipal environment relating to engineering, asset management, finance or related experience.
3. Strong skills in communication (written, oral and interpersonal), organizational, public relations, project and time management.
4. Demonstrated high level of accuracy and attention to detail.
5. Familiarity and understanding of relevant legislation, regulation, by-laws and an understanding of municipal asset management planning.
6. Experience in public infrastructure asset management, including industry best practices. Familiarity with ISO 5500 and Ontario Regulation 588/17 is required.
7. Strong research and analytical skills with the ability to problem solve.
8. Demonstrated time-management skills with the ability to prioritize workload and meet deadlines, effectively, with minimal supervision; ability to deal with multiple demands.
9. Thorough working knowledge of Microsoft Windows and Office applications and experience using asset management software and GIS would be an asset.
10. Ability to develop materials, facilitate sessions and present information to staff, Council, and the public.
11. Ability to maintain confidentiality, be tactful in all dealings, and be self-motivated.
12. Ability to multi-task, to work with interruptions, and to display common sense and patience.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting, computer usage and visual concentration. Working conditions are in a standard office environment with exposure to verbal criticism from the public. Job will involve some travel.
- Normal hours of work are 35 hours per week, Monday to Friday; attend occasional evening meetings, as required.

Contacts and Interactions

- Communicates regularly with municipal staff, Council, contractors, suppliers, consultants, government agencies, regulatory bodies, stakeholders, and members of the public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2024-18 by Friday, April 12, 2024 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

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

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.