

Job Posting: #2022-09

Job Title: Asset Management Student

Department: Corporate Services

Reports To: Manager, Assets & Technology Services

Status: Seasonal

Duration: May 9, 2022 to September 2, 2022

Hours per Week: 35 hours

Hourly Rate: \$22.16 to \$23.17

Number of Positions: 1

Application Due Date: Friday, February 11, 2022

Position Summary

This position will provide support to the Asset & Technology Services Division with the development of programs, policies and procedures. Using various technology/software applications to coordinate the collection and management of data used for municipal operating and capital programs.

Role Specific Duties and Responsibilities

1. Assist in the development and implementation of the Municipality's Asset Management program, including asset registry maintenance, condition assessment / levels of service / performance measurement tracking, and the provision of support to user departments.
2. Assist in the development and review of policies, procedures, standards, plans and programs governing the operation, maintenance, rehabilitation and replacement of municipal infrastructure.
3. Collect and co-ordinate data to be entered into the Municipality's software applications.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
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.

Education, Skills and Experience

1. Current enrolment in a Business Administration or Accounting program preferred.
2. Strong communication, public relations, and customer service skills.
3. Previous research skills/experience and demonstrated abilities to be a creative problem solver would be an asset.

4. Ability to travel to multiple Municipal locations with a valid Ontario Class "G" Drivers Licence in good standing.
5. Proficiency in Microsoft Windows and Office applications.
6. Ability to demonstrate tact and discretion, maintain confidentiality, and foster good rapport and cooperative working relationships.
7. Ability to multi-task, work with interruptions, be flexible, and work well under the pressure of a deadline.
8. Ability to interact and deal effectively and courteously with all levels of staff and the general public.
9. Previous experience and understanding of Municipal Infrastructure would be an asset.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment.
- Normal hours of work are 35 hours per week, Monday to Friday.

Contacts and Interactions

- Communicates regularly with all levels of Municipal staff, contractors, vendors and the general public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2022-09 by Friday February 11, 2022 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.