

Job Description

Asset Management Coordinator



Position Synopsis and Purpose

As a member of the Public Works and Engineering team, the position is responsible for the ongoing maintenance of the corporate asset management program including advancement of the Asset Management Plan (AMP), updating the asset database, integrating with GIS related data, acquiring field data, and working with external partners to ensure corporate compliance with legislation and best practice is maintained. This position provides guidance in the planning, and implementation of capital life cycle renewal programs, develops and maintains all asset registries, and manages programs for all municipal assets to maximize energy savings, reduce greenhouse gas emissions, and address other elements of environmental sustainability.

As a member of the municipal team, the incumbent will be responsible for serving Middlesex Centre by meeting the needs and expectations of residents, businesses and community partners, and striving to be the best through attitude, training and creativity.



Responsibilities

Asset Management (65% of Time)

- Develop and implement standard processes for collecting, updating, maintaining, and managing the asset infrastructure information, condition inspections and mapping
- Maintain the relevant parts of the asset registry through field inspections, asset data collection, and proficient use of the municipality's asset management software systems
- Develop, implement, and monitor best practices for asset rehabilitation/renewal analysis, including developing techniques for life-cycle analysis, condition assessments and inspection programs, and developing service levels standards and performance measures
- Provide asset management advice, training and problem solving to all municipal departments.
- Work with staff to develop operation and maintenance standards and preventative maintenance schedules for municipal assets
- Design and develop reports and analytics within asset management software and other analytics tools

- Work with departments to establish risk management practices and performance measurement
- Research and forecast asset management trends, projecting current activities and programs into longer term needs
- Prepare comprehensive reports and recommendations for Council, management, and other stakeholders on the municipality's assets
- Analyze, visualize, and convey asset data for decision-making purposes
- Lead the updating of the municipality's corporate asset management policy (AMP), procedures and training modules
- Work collaboratively with the Finance Department to ensure the AMP satisfies applicable legislative requirements
- Provide insights on required rehabilitation and upgrades to infrastructure assets through asset, geomatic and life-cycle data analysis Ensure all asset management information is accurate, complete and updated in a timely manner

Budget (10% of Time)

- Ensure current asset information is available for operating and capital related costs for all departments
- Reconcile the results of the AMP to the five-year capital budget and work with departments to ensure integration of the budget and AMP
- Participate in technical assessment of transportation projects using the Roads Need Study and Structure Inventory Inspection
- Develop infrastructure maintenance capital costs and long-term plans
- Working with the Financial Analyst, review and update data related to new asset purchases, assumed subdivisions and disposals including attaching relevant source documents where needed, ensuring data in AMP ties to PSAB financial data as applicable

Conservation Demand Management (10% of Time)

- Take responsibility for managing life-cycle programs, maximizing the municipality's potential to manage asset life-cycle costs, energy efficiency and carbon reductions at its facilities
- Develop/implement the municipality's facilities climate/energy management plans, and lead the development of renewable energy projects
- Assist in the creation of policies and programs designed to advance renewable energy goals
- Oversee the Municipality's Energy Conservation and Demand Management Plan and reporting

Project Administration (10% of Time)

- Prepare Council reports as requested by the Department Director
- Scan/digitize documents and drawings
- Liaise with various approval agencies, engineering consultants, and sub-contractors

- Produce maps, charts and asset profiles
- Provide subject matter expertise on asset management-related matters, promoting the application of best practices as identified through research

Other Duties (5% of Time)

- Answer general questions on municipal operations.
- Liaise and exchange information with other staff, municipalities, government agencies, other organizations, members of the public, etc.
- Receive and respond to inquiries in a courteous, friendly and efficient manner
- Undertake special projects and studies as assigned and prepare reports and recommendations.
- Performs other duties as may be assigned in accordance with corporate objectives
- Maintain records with respect to asset management

Note: Above duties and responsibilities are representative of a typical position and are not to be construed as all inclusive. All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its regulations, along with corporate safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications

Education (degree/diploma/certifications)

- 4-year university degree or 3-year college diploma in a relevant field of study, such as civil engineering, geographic information systems, business administration, etc.

Experience

- Three (3) years of experience working in a municipal asset management role
- Certification or qualification in Asset Management would be preferred
- Project management experience is an asset

Knowledge/Skill/Ability

- Ability to read and interpret engineering prints, drawings, and survey information
- Superior written, communication and interpersonal skills
- Technical Certification in Esri or Technical Certification in Data Analytics
- Experience with relational databases and SQL
- Strong and effective analytical, strategic, critical thinking and problem solving abilities
- Ability to research, analyze and formulate solutions

- Proficient computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), AutoCAD Civil 3D, and ArcView GIS
- Knowledge of Asset Essentials software would be preferred, knowledge of other asset management software is considered a benefit
- Must possess a working knowledge of relevant acts, regulations, by-laws and an understanding of municipal asset management planning
- Thorough knowledge of the Occupational Health and Safety Act, Municipal Act, Infrastructure for Jobs and Prosperity Act
- Valid driver's license – Class G

Note: As a condition of employment, the incumbent must provide a successful criminal background check and a clean driver's abstract.

In accordance with the Municipality of Middlesex Centre's COVID-19 Vaccination Administration Policy, all employees are required to provide proof of being fully vaccinated as a condition of hire, subject to accommodations required in accordance with the *Ontario Human Rights Code*.



Work Setting

Contacts

Contact	Frequency	Nature of Interaction
Council	Infrequent	Possible attendance of Council meetings
Public / Residents	Infrequent	Discussion of questions/concerns
Consultants / Contractors	Occasional	Data collection or condition assessments
Municipal Staff	Frequent	Discussion of questions/concerns/analysis
Other Municipalities	Infrequent	Interaction in meetings and interaction on joint project(s)

Work Conditions

Normal hours of work are 37.5 hours per week, Monday to Friday.

Interactions are generally courteous and collaborative; required to ensure understanding of information or decisions being exchanged; required to diffuse conflict.

Approximately 90% of this position's time will be spent in the office, attending meetings and performing core functions, while the balance 10% may be spent out of the office during normal working hours for various functions.



Corporate Values

- **Respect:** We are an open, courteous and inclusive workplace that values and celebrates the varied backgrounds and experiences of our community. We ensure every resident can participate in our community and engage with our municipal government.
- **Cooperation:** We work in a spirit of trust, collaboration and partnership across departments and with our community to achieve our shared goals.
- **Innovation:** We embrace innovation to improve our delivery of services. We take initiative, and are flexible and creative in anticipating and adapting to changing conditions.
- **Integrity:** We take accountability for our actions and deliver what we promise. We are truthful and honest in how we do our job. We inspire public confidence and trust in our municipal government.



Position Classification

Position Title	Asset Management Coordinator
Division	N/A
Department	Public Works and Engineering
Classification	Non-Union
Branch	Administration
Reports to (Direct)	Director of Public Works and Engineering
Equivalency Code	N/A
Hours per Week	37.5
Effective Date	February 10, 2022
Revision Date	New position