



POSTING

Asset Management Coordinator Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? Our team is passionate about providing excellent customer service to the residents we serve. We encourage learning and development and believe in a respectful, team-based workplace that is effective and welcoming. Plus, we like to have fun while accomplishing great things for our Residents!

Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay and benefits, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You offer Loyalist as an Asset Management Coordinator? You have a keen eye for detail and being accurate with your databases. You like to work collaboratively in cross-functional teams, across the organization's various departments. You are an innovator and like developing policies and best practices. You value opportunities to learn and grow, while contributing to a great work environment with your team.

If this sounds like a great fit to what you are looking for, we would love to hear from you!

File No: 2022-03 Asset Management Coordinator
Hours: 35 per week
Rate: \$66,411 - \$76,603 Annually (\$36.49/hr - \$42.09/hr)
Closing: January 30th, 2022, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[**APPLY NOW!**](#)



JOB DESCRIPTION

POSITION TITLE: Asset Management Coordinator

DEPARTMENT: Business Services

REPORTS TO: Deputy Treasurer

UPDATED: New position, 2022

CATEGORY: Permanent full-time

POSITION SUMMARY:

This position is responsible for coordinating the development of the Asset Management Program, its policies, standards, innovations, and best practices across the Township. This role will also work with and support Township departments in their maintenance planning and processes and asset information management. Under the guidance of the Deputy Treasurer, this position works collaboratively with the Township's management teams and other stakeholders responsible for the operation and maintenance of the corporation's assets to develop, execute and maintain the Asset Management Program in support of Council's strategic direction.

MINIMUM QUALIFICATIONS:

- Diploma in Civil Engineering, Architectural Technology, Asset Management, Geographic Information System (GIS) or equivalent combination of relevant education and experience.
- Registration with O.A.C.E.T.T. as a C.Tech. or C.E.T. is an asset.
- Minimum three (3) years experience in the design, construction and/or maintenance of municipal works projects. Experience with projects related to municipal facilities, water and wastewater facilities and infrastructure and road infrastructure would be considered assets.
- Demonstrated knowledge and experience in public infrastructure asset management and maintenance, including sound and current legislative knowledge.
- Demonstrated experience in project management.
- Experience with asset management software and GIS systems.

- Experience with municipal capital budgeting and long-range capital planning an asset.
- Knowledge and understanding of financial principles, policies, processes, and reporting requirements.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain valid Class “G” driver’s license, with a clean driving record and access to a personal vehicle

KNOWLEDGE, SKILLS & ABILITIES

- Ability to analyze and solve complex problems.
- Knowledge of the concepts of risk analysis and Reliability Centered Maintenance.
- Ability to effectively work and collaborate with others toward a common goal.
- Proficient presentation skills, demonstrating the ability to foster clear communication and motivate a variety of audiences.
- Excellent verbal and written communication and active listening skills; including dispute resolution and de-escalation skills.
- Strong customer service mindset and effective and clear interpersonal skills to effectively engage in daily interaction with staff and the public, and the ability to maintain strong working relationships both within and outside the organization.
- A commitment to continuing education.
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities, based on urgency and importance.
- Self-motivated and ability to work independently with minimal direction.
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment.
- Proficiency in the Microsoft Office Suite of products, GIS applications and the ability to learn new software programs.

KEY RESPONSIBILITIES AND DUTIES:

- Working with the Township departments, coordinates the development and continual improvement of a corporate wide Asset Management Program for all municipal infrastructure assets, in compliance with Federal and Provincial regulations.
- Carries out field surveys for data collection and oversees/coordinates data/information collection from other various departments for coordinated and integrated maintenance of the Asset Management Program.
- Develops the asset management roadmap and provides project management in the planning and monitoring of activities to meet the objectives.

- Analyzes and documents asset management related measures (lifecycle costs, level of service, depreciation, etc.) to identify emerging issues and trends.
- Directly supports Township operational departments in the detailed development and implementation of the asset management plans including, but not limited to, inventories, condition assessments, service levels and risk assessments for all assets.
- Develops, creates and reviews reports and maintenance history to analyze the effectiveness of maintenance programs; validates risk to asset reliability, provides recommendations for improvements and updates master data as required.
- Monitors and interprets asset management program results to identify and initiate improvements.
- Provides preventative maintenance and capital improvement program and process support, technical guidance and systems support to operating departments.
- Researches and provides recommendations on policy and technical guidance related to the Township's municipal infrastructure.
- Collaborates with Information Technology Division to identify and coordinate maintenance and enhancements to systems and interface functionality.
- Keeps abreast of technological advancements and trends, economic factors and regulatory requirements associated with asset management.
- Contributes to the development of annual and multi-year capital, operating and maintenance budgets, as required, by Township departments.
- Recommends and assists in procuring the services of consultants and trainers as required in the performance of the duties.
- Provides training, updates, and assists with reports to Council and staff on legislative changes and corporate progress on the Asset Management Program.
- Working with senior members of the finance team, to support the development and maintenance of funding plans to support the long-term capital spending needs.
- Provides technical and operating support to the Township Engineering and Environment, Utilities and Public Works Divisions as required.
- Coordinate applicable grant applications, including researching possible grant opportunities, providing input into applications, drafting applications, and ensuring reporting requirements are met.
- Protect own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follow all guidelines for employees and employers as legislated under the Ontario *Occupational Health and Safety Act*.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal: Regular communication with all Business Services Department staff and other municipal departments.

External: Township Council, taxpayers/ratepayers, vendors, auditors, provincial ministries, other municipalities, and agencies.

WORKING CONDITIONS:

Normal office environment working conditions apply. May be required to attend outside of regular office hours. May be seated for long periods (3-4 hours). The use of a personal vehicle may be required to attend off-site meetings/events.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.