



Employment Opportunity

Asset Management Analyst - Temporary Full Time (13 Month Contact)

The Town of Essex is currently accepting resumes for the position of Asset Management Analyst (temporary full time). Reporting to the Director, Infrastructure Services, the Asset Management Analyst is responsible for the implementation and maintenance of the Town's Asset Management Plan, including asset inspection/condition assessments, asset performance monitoring, life cycle analysis and forecasts, master servicing studies, and operations and maintenance standards development for all municipal assets.

Skills and Qualifications Requirements

- Must have post-secondary diploma in Engineering, Finance/Accounting, Business Administration or related field
- Minimum of two years' of relatable work experience in municipal government
- Training in Asset Management or other relevant designation (ie. CAMP) is considered an asset
- Experience related to industry best practices, asset management business principles, lifecycle costing, level of service framework, risk assessment, infrastructure renewal costing and priority setting
- Knowledge of relevant legislation is required (i.e. ISO 55000, Ontario Regulation 588/17)
- Working technical knowledge of infrastructure including roads, storm sewers, sanitary sewers, municipal drains, and water distribution;
- Excellent interpersonal skills, with the ability communicate, coordinate and collaborate with a range of stakeholders on a variety of issues;
- Strong attention to detail and the ability to analyze data, identify trends and develop recommendations;
- Strong computer technical skills enabling data manipulation, including but not limited to, Microsoft Office, AutoCAD, GIS, CityWide
- Excellent organizational, decision-making and problem-solving skills
- Excellent verbal, written and presentation skills, relationship building and engagement skills
- Must hold and maintain a valid Ontario driver's "G" license.

A detailed job description is attached below. Interested and qualified candidates are invited to submit a cover letter and detailed resume no later than **4:00 p.m. on January 27, 2022**, to:

Email:

hr@essex.ca

While we appreciate all applications, we acknowledge only those applicants selected for an interview.

The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Accommodation may be provided in all parts of the hiring process.



Position Description

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| Position Title: | Asset Management Analyst |
| Department: | Infrastructure Services |
| Division: | Capital Works & Asset Management |
| Reports To: | Director Infrastructure Services |
| Employee Group: | Contract (13 Months) |

Summary:

Reporting to the Director, Infrastructure Services, the Asset Management Analyst is responsible for the implementation and maintenance of the Town's Asset Management Plan, including asset inspection/condition assessments, asset performance monitoring, life cycle analysis and forecasts, master servicing studies, and operations and maintenance standards development for all municipal assets. This position will also assist in the development of a risk-based approach to setting priorities for investment in infrastructure.

Position Roles and Responsibilities:

1. Core Result Area: Budgets and Finances

- Provide input in preparation of the Operating and Capital budget process; provides background facts, figures, and estimates in pursuit of accurate forecasting for capital budgets

- Produce or assist with the development and analysis of financial reports, as required by the Director, Infrastructure Services
- Assesses financial and corporate impact of changes to level of service
- Record all additions, disposals, work in progress, amortization calculations and schedules related to asset inventory. Assist finance to reconcile these amounts to the municipality's General Ledger in the financial software system
- Support the development of a robust, transparent and defensible capital investment plan across all service areas by linking level of service targets, asset performance and risk assessment
- In conjunction with Finance Services, reviews department capital project requests for alignment with asset management planning and funding

2. Core Result Area: Planning and Operations

- Assist in the development and implementation of the Town's Corporate Asset Management Plan, revisions, policies and procedures in accordance with Provincial policies and deadlines.
- Develop decision frameworks, business processes, best practices, and tools that incorporate capital and operating budget development, prioritization, risk analysis, levels of service and life cycle costing relating to the maintenance, replacement, rehabilitation, or upgrading of the Town's various infrastructure assets
- Complete various projects including condition assessments, lifecycle analysis and forecasts, operations and maintenance practices development, capability and gap assessments
- Create asset management processes and policies, for gathering information and keeping asset management inventory and databases up to date
- Maintain the Town's asset inventory and databases (e.g. CityWide, GIS, Excel, etc.) to support asset management planning and forecasting
- Coordinate and assist with the maintenance of the Town's Geographic Information System (GIS) inventory to improve accuracy of asset age, replacement and location
- Conduct and maintain detailed analysis and forecasting on infrastructure deterioration, risk, and levels of service while integrating climate change impacts

- Conduct and maintain financial analysis that includes, but is not limited to development of replacement and intervention costs, short and long range reinvestment forecasts, lifecycle analysis, and economic analysis
- Complete valuation, analysis and projection of future municipal infrastructure requirements
- Coordinate and assist with required infrastructure studies (Master Plans, modelling, Environmental Assessments, etc.) as required
- Coordinate public engagement activities associated with infrastructure studies and replacement
- Facilitate and consult with other divisions and departments, as well as the general public, as necessary, to ensure appropriate representation and to build consensus for the strategies, technical solutions and decision-support tools developed by the Town's Asset Management Plan.
- Maintain knowledge of local, regional, and provincial construction market costs, and costs related to consulting services.
- Make recommendations on the timing of maintenance, replacement, rehabilitation or upgrading of municipal infrastructure assets

3. Core Result Area: People and Performance

- Oversee and directly supervise GIS Technician
- Train, motivate and evaluate assigned staff; review progress and directs change as needed
- Provide advice, information and direction concerning Town policies and procedures for Asset Management related inquiries
- Liaise with staff in the Finance Division on project initiatives
- Liaise with the Director, Corporate Services to perform the annual financial evaluations of assets including write-offs, betterments and benefits.
- Work independently or in a team environment, assisting with training at times, while contributing to an overall positive workplace environment
- May assist in supervising workloads and staff assignments from time to time

4. Core Results Area: Communication and Reporting

- Assist in the preparation of reports and lead presentations on asset management initiatives to internal and external stakeholder groups, management and Council
- Develop and prepare a variety of written documents, including technical reports, administrative reports, work plans, business cases and terms of reference.
- Actively build and maintain positive, mutually beneficial relationships with internal and external stakeholders

Other duties as assigned

Working Conditions:

- 35 hours per week
- Manual dexterity required to operate computer
- Interact with employees, management and contractors
- Regular interruptions
- Sitting, standing, walking
- Some travel within the municipality will be required

Skills and Qualifications:

- Must have post-secondary diploma in Engineering, Finance/Accounting, Business Administration or related field
- Minimum of two years' of reliable work experience in municipal government
- Training in Asset Management or other relevant designation (ie. CAMP) is considered an asset
- Experience related to industry best practices, asset management business principles, lifecycle costing, level of service framework, risk assessment, infrastructure renewal costing and priority setting
- Knowledge of relevant legislation is required (i.e. ISO 55000, Ontario Regulation 588/17)
- Working technical knowledge of infrastructure including roads, storm sewers, sanitary sewers, municipal drains, and water distribution
- Excellent interpersonal skills, with the ability to communicate, coordinate and collaborate with a range of stakeholders on a variety of issues

- Strong attention to detail and the ability to analyze data, identify trends and develop recommendations
- Strong computer technical skills enabling data manipulation, including but not limited to, Microsoft Office, AutoCAD, GIS, CityWide
- Excellent organizational, decision-making and problem-solving skills
- Excellent verbal, written and presentation skills, relationship building and engagement skills
- Must hold and maintain a valid Ontario driver's "G" license