



Asset Management Analyst POSTING No. 202010

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Senior Manager, Climate Change and Asset Management this position will lead the implementation of the Town's Corporate Asset Management (CAM) program to meet the Ont. Reg. 588/17 requirements. The scope of work includes developing and implementing asset management policies, strategies, decision frameworks, processes and tools in alignment with the Town's long terms goals and vision. The position will also collaborate with internal teams and manage consulting services to complete various types of projects.

Accountabilities:

- Develop decision frameworks, business processes and tools that incorporate capital and operating budget development, prioritization, risk analysis, levels of service and life cycle costing
- Lead the development, implementation and review of strategic and departmental asset management plans in collaboration with the asset management network team
- Complete various projects including condition assessments, lifecycle analysis and forecasts, operations and maintenance practices development, capability and gap assessments, capital and operating budget forecasting and to roll out an asset management software solution
- Document current asset management processes, including gathering information and input from stakeholders
- Support the implementation of asset management software solution and data management strategies
- Prepare and present analysis related to asset management planning and capital budgeting to internal stakeholders
- Maintain the Town's main asset inventories and databases to support asset management planning
- Conduct detailed analysis and forecasting on infrastructure deterioration, risk, and levels of service while integrating climate change impacts
- Conduct 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
- 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
- Participate actively in the natural asset projects, green infrastructure initiatives, climate change adaptation/mitigation and energy management plans
- Draft terms of reference for the development of studies, reports, analysis, policies, and guidelines which may involve hiring of consultants, technical professionals or other external resources as required in delivering identified project outcomes within scope, schedule and budget
- Facilitate and consult with operational units, 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 CAM Program

- Continue to implement the CAM Governance Model by coordinating Steering Committee and Network Team meetings
- Prepare 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, staff reports, work plans, business cases, terms of reference and newsletters
- Build and maintain positive working relationships with co-workers, other Town staff and the public using principles of good customer service
- Provide support to the departmental capital budgeting process
- Other related duties as assigned

You possess:

- Bachelor Degree in Business Administration, or Engineering, or Finance/Accounting, or equivalent
- Minimum of three years progressive experience in municipal government preferably in finance, engineering, planning, project management, or analytical studies in accounting
- Diploma/certificate or equivalent training in Asset Management or other relevant designation preferred
- Experience related to industry best practices, asset management business principles, lifecycle costing, level of service framework, risk assessment, infrastructure renewal costing and priority setting
- Experience with establishing capital and operating budget requirements
- Understanding of the lifecycle and function of municipal linear and vertical infrastructure
- Ability to oversee the management of consultants, development of terms of reference or requests for proposals, interpretation of reports and studies
- Ability to develop and maintain infrastructure inventory databases, infrastructure condition assessments
- Knowledge of condition assessment, inspection, rehabilitation and reconstruction techniques for linear and vertical infrastructure networks (such as transportation, stormwater management, fleet, parks and open spaces and facilities)
- Knowledge of and relevant working experience with computerized maintenance/work order management systems, Geographic Information Systems and database application development
- Excellent interpersonal skills, with the ability communicate, coordinate and collaborate with a range of stakeholders on a variety of issues
- Demonstrated skills working with multi-disciplinary teams
- Strong attention to detail and the ability to analyze data, identify trends and develop recommendations
- Strong computer technical skills enabling data manipulation
- Excellent organizational, decision-making and problem-solving skills
- Excellent verbal, written and presentation skills, relationship building and engagement skills
- Works well under pressure and meeting deadlines with the ability to keep things moving despite potential challenges and obstacles
- Class G Driver license in good standing and access to a reliable vehicle to use on corporate business

Compensation:

The salary for this position (35 hours per week) is \$79,290 - \$94,392 per annum.

Application:

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., February 7, 2020. Please quote Posting No. 202010 on your cover letter. Please apply using only **one** method of application below.

Email: humanresources@haltonhills.ca (preferred)

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201959

Important Note: Candidates who applied for Job Posting No. 201959 need not re-apply as their application will continue to be considered for the Asset Management Analyst opportunity.

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

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